

ACCEPTABLE USE OF DIGITAL TECHNOLOGIES

--- PUPIL SECTION ---

School Policy

This policy will help you understand the benefits and limitations of your use of the school network and mobile technologies that you may use during the course of a school day.

This Policy is intended to ensure:

- that you will be responsible users and stay safe while using the internet and other communication technologies for educational use;
- that the school ICT system and users are protected from accidental or deliberate misuse that could put the security of the system and users at risk.

The school will try to ensure that pupils will have good access to ICT to enhance their learning and will expect pupils to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT system in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT system and other users.

For my own personal safety:

- I understand that the school will monitor my use of the ICT system;
- I will not share my username and password, nor will I try to use any other person's username and password;
- I will be aware of 'stranger danger' when I am communicating online;
- I will not disclose or share personal information about myself or others when online;
- If I arrange to meet people offline that I have communicated with online, I will do so in a public place and take an adult with me;
- I will immediately report any unpleasant or inappropriate material or messages that make me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT system is primarily intended for educational use and that I will not use the system for personal or recreational use unless I have permission to do so;
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work;
- I will not use the school ICT system for online gaming, gambling, shopping, file sharing or video broadcasting, unless I have the permission of a member of staff to do so.

I will act as I expect others to act toward me and:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission;
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions;
- I will not take or distribute images of anyone without their permission. I will not promote or distribute inappropriate messages about another person.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use personal devices in school if I have permission. I understand that, if I do use my own device in school, I will follow the rules set out in this agreement, in the same way as if I were using school equipment;
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to bypass the filtering / security systems in place to prevent access to such materials;
- I will immediately report to my teacher any damage or faults involving equipment, however, this may have happened;
- I will not open any attachments to emails, unless I know and trust the person / organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programs;
- I will not attempt to install or store programs on a computer, nor will I try to alter computer settings;

- I will only use chat and social networking sites with the permission of my teacher.

When using the internet for research, I recognise that:

- I should ensure that I do not use the original work of others without the proper permission;
- Where work is protected by copyright, I will not try to download copies (including music and videos);
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me;
- My work will be closely monitored by the staff and Securus and I will be asked to explain inappropriate use of computers and the internet to a member of SLT if and when appropriate.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also reserves the right to take action against me if I am involved in incidents of inappropriate behaviour (are covered in this agreement) when I am out of school and where these incidents involve my members of the school community (both pupils & staff) or affects any aspects of school life;
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents / guardians and in the event of illegal activities, involvement of outside organisations including PSNI or Gateway as advised in our Child Protection/Safeguarding Children Policy.

Unacceptable Use of St Mary's Network and Mobile Devices

Listed below are some examples of possible misuse by pupils. The Year Head and the ICT Support team will investigate the matter and agree an appropriate course of action.

Level 1: Indiscipline (Recommended action: verbal warning / recording of incident)

- allowing another person access to your user account;
- using the Internet to play games.

Level 2: Indiscipline (Recommended action: Formal school detention / Parents contacted / Removal of device)

- being regularly involved in the activities mentioned under Level 1;
- using another person's user account without a person's permission;
- using a mobile device without teacher permission (e.g. mobile phones are only to be used when supervised by a teacher in a classroom environment for educational purposes);
- accessing another person's user account and copying, deleting or amending their work;
- accessing another person's e-mail account to send/receive e-mails.

Level 3: Gross Misconduct (Recommended action: Formal school detention / Suspension)

- using the Internet or mobile devices to cyber-bully (see school policy on bullying);
- create, retrieve, send, copy, display or post offensive messages or pictures of a pupil or member of staff;
- recording (audio / video) of activities in school including of staff and fellow pupils;
- attempting to circumvent security measures on the network;
- storing unsuitable / unauthorised material on the network;
- sending unsuitable e-mails;
- using the Internet in an unsuitable manner;
- storing unsuitable material on an external storage device.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Policy Agreement. If you do not sign and return this agreement, access will not be granted to the school ICT system.

Social Media Manners (to be promoted regularly at all assemblies)

1. Treat others as you would like to be treated yourself
2. If you wouldn't say it to someone in person, don't say it online
3. People can't see your body language, facial expressions or hear the tone of your voice online e.g. don't over-use icons and punctuation to convey meaning
4. Don't make a situation worse by provoking people even more e.g. Stay out of a conversation if you think is unpleasant
5. NEVER start rumours or spread gossip about someone online
6. Never ever write a message when you are angry or annoyed
7. NEVER make fun of someone in an online chat
8. You can never retrieve a picture or message once it is posted online. If it going to embarrass you or someone else, never post it.
9. Never intentionally leave someone out of a chat
10. Show respect to everyone when you are in a chat or on any social media forum

Pupil Acceptable Use Policy Agreement Form

This form relates to the pupil Acceptable Use Policy to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Policy Agreement. If you do not sign and return this agreement, access will not be granted to the school ICT system.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT system and equipment (both in and out of school)
- I use my own equipment in school (when allowed)
- I use my own equipment out of school in a way that is related to me being a member of this school

Pupil Name (printed):

Form Class:

Pupil Signature:

Parent / Guardian Signature:

Date:

--- STAFF (AND VISITOR) SECTION ---

INTRODUCTION

Your use of the Internet at St Mary's College is governed by this policy.

The curriculum expects pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, staff (and visitors) will use many online resources. The purpose of the Internet in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's administration.

The computer network is the property of St Mary's College and is to be used for legitimate work-related purposes. Employees are provided with access to the computer network to assist them in the performance of their duties (whether used within or outside the school). All users have a responsibility to use the school's computer resources and the Internet in a professional, lawful and ethical manner.

This policy has been designed to protect the staff and the school. The Board of Governors has a responsibility to support and educate the staff in the use of the Internet to ensure that staff do not unwittingly involve themselves and the school in an activity that may result in either a criminal action or a legal claim being taken.

The policy explains what the school expects in terms of Internet usage.

GENERAL DO'S AND DON'TS

Email

- a. The school's e-mail system – which has a high level of filtering - is primarily for educational and business use.
- b. All e-mail is stored by C2k and e-mail may be inspected by the school at any time without notice.
- c. E-mail messages should not include defamatory, libellous or sexually harassing statements or offensive comments based on gender, age, sexuality, race, religion, disability or appearance. E-mail messages may have to be disclosed in litigation.
- d. Make and keep hard or digital copies of all-important e-mails sent / received.
- e. Keep all passwords secure.
- f. Do not impersonate any other person when using e-mail or amend messages received.
- g. Do not download files received as e-mail attachments onto the ICT system that appear to be suspicious.
- h. Do not deliberately visit, view or download any material from any website containing sexual or illegal material, or material which is offensive in any way.
- i. Do not download / install software onto the school ICT system without prior consultation with the ICT Support team.
- j. Unsolicited e-mail messages or attachments which contain defamatory, libellous or sexually harassing statements or offensive comments based on gender, age, sexuality, race, religion, disability or appearance, or are of a pornographic nature should be reported to the Principal.

Pornography

What is Pornography?

Sexually explicit material constitutes pornography. There can be no legitimate educational reason for accessing or transmitting sexually explicit materials at work.

What you must not do

Do not access or transmit any material with a sexual content.

What you must do

If you accidentally open a website with pornographic content then you should close it immediately and report the incident to the ICT Support team. All activity is monitored and recorded so it is necessary to report in advance to eliminate further enquiries.

What the school will be doing

C2k monitors all websites accessed by the pupils and staff (and visitors). The school has access to this information which the Principal will regularly review.

What are the consequences of not following this policy?

Accessing and transmitting sexual material may be a criminal offence for which both you and the school could be liable.

The display on screen of sexual material or the transmitting of such material to other people may constitute sexual harassment (see the harassment section of this policy).

Failure to comply with this policy may lead to disciplinary action.

Harassment

What is harassment?

It is the school's policy that all employees must be allowed to work in an environment free from harassment of any kind. This includes (but is not limited to) sexual harassment, or harassment on the grounds of sexual orientation, religion, politics, disability or race.

Sexual harassment is unwanted conduct of a sexual nature, or other conduct based on sex affecting the dignity of women and men at work. In the context of this policy this includes sending messages with sexually suggestive material, repeated offensive sexual propositions or abuse of a sexual nature.

What you must not do

Do not send / post abusive messages or messages which contain offensive material.

What are the consequences of not following this policy?

Failure to comply this policy may lead to disciplinary action.

Copyright

What is Copyright?

The owner of the copyright has the exclusive right in certain works, so that they cannot be copied or used in certain other ways without the consent of the copyright owner. Copyright protection in the UK happens automatically when someone creates an original work.

What you must not do

Do not download, copy or transmit to third parties the works of others without their permission as this may infringe copyright. Copyright is most likely to be breached, when you download material from the Internet or when you copy text or attach it to an e-mail message. Copying also includes producing a hard copy of digital material by printing it out and any photocopies you make of the printout.

What are the consequences of not following this policy?

Failure to comply with this policy may lead to disciplinary action.

Defamation

What is defamation?

Defamation is the publication of a statement which adversely affects a person's or the school's reputation. Publication may be by way of Internet or e-mail.

What you must not do

Do not send / post or circulate, internally or externally, any information which is defamatory. In particular, you must not send / post or circulate, internally or externally, any information which contains negative comments about an individual, organisation or business without first checking that the contents of the information are accurate.

What are the consequences of not following this policy?

A person, organisation or business defamed may sue you and the school for damages.

Failure to comply with this policy may lead to disciplinary action.

Confidential information

What is confidential information?

In general terms, confidential information includes any information, which is not available to the public.

What you must not do

Do not send any documents of a highly confidential nature by e-mail, except where they are encrypted and you are authorised to do so by the Principal.

What are the consequences of not following this policy?

Failure to comply with this policy may lead to disciplinary action.

Social Networking

What is social networking?

Web-based social networking occurs through a variety of websites that allow users to share content, interact and develop communities around similar interests.

The Internet provides a number of social networking opportunities which St Mary's College staff may wish to use.

However, when someone clearly identifies their association with St Mary's College and/or discusses their work, they are expected to behave appropriately when on the Internet, and in ways that are consistent with the school's values and policies.

The school reputation for impartiality and objectivity is crucial. The public must be able to trust the integrity of St Mary's College. Our audiences need to be confident that the outside activities of staff do not undermine the school's impartiality or reputation.

The intention of this note is not to stop St Mary's College staff from conducting legitimate activities on the Internet and social networking sites, but serves to flag-up those areas in which conflicts can arise.

Principles

Staff (and pupils) who identify themselves as part of St Mary's College:

- must not engage in activities on the Internet which might bring St Mary's College into disrepute.
- must act in a transparent manner when altering online sources of information.
- must not use the Internet in any way to attack or abuse pupils or colleagues.
- must not post derogatory or offensive comments on websites.

NO EXPECTATION OF PRIVACY

Staff are given access to the school ICT system and Internet to assist them in the performance of their work. Staff should have no expectation of privacy in anything they create, store, post or receive using the school ICT system. The computer network is the property of the school and may be used only for school purposes.

Waiver of Privacy rights

Users expressly waive any right of privacy in anything they create, store, post or receive using the school ICT system and Internet. Users consent to allow school personnel access to and review of all materials created, stored, sent, posted or received by users through the school ICT system and Internet connection.

Monitoring of computer and Internet usage

The School has the right to monitor and log all aspects of its ICT system, including but not limited to, monitoring Internet sites visited by users and all communications sent and received.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Policy Agreement. If you do not sign and return this agreement, access will not be granted to the school ICT system.

Staff (and Visitor) Acceptable Use Policy Agreement Form

This form relates to the staff (and visitor) Acceptable Use Policy, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Policy Agreement. If you do not sign and return this agreement, access will not be granted to the school ICT system.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT system and equipment (both in and out of school)
- I use my own equipment in school
- I use my own equipment out of school in a way that is related to me being a member of this school
- I will support this policy by behaving in accordance with its expectations and standards of good practice. This includes setting a good example to the pupil population.

Name (printed):

Signature:

Date:

Parents / Guardians

St Mary's College, in partnership with its support agencies and parents / guardians, will work hard to ensure the safety of each and every pupil. This commitment will include:

- The regular updating / education of the dangers of the using ICT;
- Communicating regularly with parents/ guardians;
- Offering support on request and providing support via our website and social media platforms;
- Ensuring the key messages contained within this policy are promoted within assemblies to all year groups;
- To provide pastoral support to parents / guardians experiencing difficulties with the use of social media or similar;
- Regular reminders to parents / guardians about the expectations of our Digital Technologies Policy.