



ICT Acceptable Use Policy (AUP)

This document should be kept for your information. Parents/Carers and children are requested to sign the agreement at the bottom of the letter and return the slip to St. Augustine's RCHS.

Technology at St. Augustine's RCHS supports and enhances the quality of work by pupils. Each member of the school will have access to the ICT tools essential to fulfilling learning objectives and assignments.

Access to technology is a privilege and not a right and its use is governed by this policy. Pupils are responsible for good behaviour using the computer just as they are in a classroom or elsewhere in school. Violation of this policy will result in school disciplinary action (e.g. privileges being withdrawn, after school detention).

User responsibility

Pupils are solely responsible for action undertaken or attempted from their user area. It is the pupil's responsibility to use the school network acceptably and appropriately. The network is for the purpose of school related study and should be used with due consideration for the rest of the community who share its use.

These rules apply to all computers, laptops and electronic storage devices.

Equipment

- Do not install, attempt to install or store programs of any type on the computers without permission.
- Do not damage, disable or otherwise harm the operation of computers.
- Do not waste resources, particularly printer ink and paper.
- Do not eat or drink near any computer equipment.

Computer storage areas will be treated like school lockers. Staff may review files and communications to ensure that students are using the system responsibly. Internet usage will also be monitored to ensure it is being used appropriately. Inappropriate and unacceptable use will result in disciplinary action.

Security and Privacy

- Do not give your password to others, or use passwords to access another pupil's user area, even with their permission. Contravention of this rule will result in **both** account holders being reported to the Head of Year. Passwords **MUST** be kept confidential and must be 4 characters or more. They are expected to be changed on a regular basis.
- Never tell anyone you contact on the internet your home address, telephone number, school's name, or send them your picture unless you are given permission to do so.
- Do not use the computers in any way that annoys, harms, offends, insults or upsets others.
- Images of pupils and staff will only be taken, stored and used for school purposes and in line with school policy. They will not be distributed outside the school environment without express permission
- Respect, and do not attempt to bypass, security in place on the computers; and do not attempt to alter the settings.
- Pupils must not attempt to access any files, folders or drives other than those specified for their use.
- Any attempts to hack, breach security or connect to unauthorised areas of the network are taken extremely seriously and will be reported to the Deputy Head for disciplinary action.

Internet

- Do not access the internet unless for study or for school authorised/ supervised activities (this includes online games, video clips, etc)
- Do not use the internet to view, download, send or print materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other students and staff. This includes abiding by copyright law.
- Do not engage in 'chat' activities over the internet.
- Do not upload any material onto the internet that is any way connected to St. Augustine's RCHS (e.g. videos to YouTube, etc)
- I will ensure that my online activity, both in school and outside school will not cause the school, staff or other pupils' distress and it will defame, undermine, misrepresent or tarnish the reputation of the school and its users
- Never arrange to meet anyone. People you contact online are not always who they seem.
- When using the Internet, pupils must not attempt to access any sites containing inappropriate material. If dubious material is found by accident, it should be reported **immediately** to the network team who will arrange for the site to be filtered.