

School Network and Internet Acceptable Use Policy

RULES FOR ALL STUDENTS AT STPATRICK'S CATHOLIC COLLEGE

- 1) Students bringing in content (files, pictures, etc.) on USB sticks or on any other media storage devices, or sending files via the email or the Internet from outside school must ensure that virus protection is installed on the PC. Please see the IT staff if you require advice on antivirus software.
- 2) The Internet should only be used for school related work and should not attempt to access unsuitable material from the Internet.
- 3) Do not attempt to log on to the St Patrick's network, e-mail, VLE or to any other computer system with another person's account. You must not under any circumstances allow other students to use your username and password.
- 4) Students must understand that any e-mail going out from the school will carry St. Patrick's address. Do not give out personal information about yourself in an e-mail, including your home address, unless given permission by a teacher.
- 5) Students must act responsibly when using the school email or the VLE. Do not send e-mails with any material that is inappropriate or use offensive or threatening language in e-mails. If you receive an email containing material of a violent, dangerous, abusive, or inappropriate content, always report such messages to a member of staff.
- 6) Students can only save content and electronic documents on the school network that are appropriate and related to school use. Do not attempt to save or download any other type of file, for example, software, games, illegal music, etc.
- 7) Do not attempt to install any software on the computers. Students are only permitted to access software installed by the school.
- 8) Students can print files appropriate for and related to educational use in the school. Ask a teacher before you print out any information from the Internet that you are unsure about.
- 9) School ICT facilities must be used in a responsible manner and do not attempt to 'fix' equipment yourself (e.g. PC, Laptops, Printers). Students should report any faults or misuse of school facilities immediately to the ICT staff.
- 10) Students must understand that failure to comply with these rules will lead to a temporary ban on the Internet and/or network account. However, serious violations will be dealt by senior management following the school behaviour policy procedure.
- 11) Without a signed form, both the student's Internet account and network account will be suspended. If they have been suspended, these accounts will be reactivated when the student and parent/guardian have returned the signed form.
- (12) When using Social networking sites at home, such as, but not limited to, Facebook, students should understand the following:
 - bullying in any form is totally unacceptable at St Patrick's Catholic College. Using social networking sites to bully students will not be tolerated. Social networking has no boundary, crossing over into the school.
 - be aware that placing personal information onto a social networking site, such as your name, home address, telephone number etc. can be visible to anyone in the world. When

using social networking sites at home the school advises parents or guardians to ensure that the settings of the account are set to friends only.

- be very careful what information is placed onto a social networking site. For example, not saying when you might be going on holiday. This type of information would be an advertisement on when your home might be empty.
- understand that the person you are speaking to on a social networking site may not be the person he/she says they are.
- be aware when uploading photos of yourself, such as in school uniform, which could be used by others to identify the school you attend and put you in a vulnerable position.
- understand the school advises that students should not arrange through a social networking site or other online, digital or analogue communication system to meet someone. The person they are communicating with may not be the person he/she says they are.
- understand that uploading text/photos/videos onto a social networking or other type of site that you would not want your parent or guardian to see should NOT be uploaded. Text/photos/videos can be copied and distributed by other people and once on the web cannot be easily removed.

Pupil,

As a school user of the Internet, I agree to comply with the rules on its use. I will use the school network in a responsible way and observe all the restrictions explained to me by the school.

Pupil's signature _____

Date: ___/___/___

Parent,

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use electronic mail and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some material on the Internet may be objectionable and I accept responsibility for setting standards for my son or daughter to follow when using the Internet.

Parent's signature _____

Date: ___/___/___

Pupil's name _____

Form/class _____

* I do / do not agree to the use of photographs of my son/daughter on the school website and network so long as they are not individually named.