

ICT & ACCEPTABLE USE PUPIL POLICY

ST. ILLTYD'S CATHOLIC HIGH SCHOOL



Date adopted 12/17/17 JAs

Reviewed on _____

St Illtyd's Catholic High School

Student E-Safety and ICT Acceptable Use Policy

September 2017

As a pupil at St Illtyd's Catholic High School, I understand I am to follow the rules outlined in this policy document.

I understand that any breach of these rules will result in the usual school behaviour system/policy being applied.

- I know that school computers and Internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I'm not sure if something is allowed, then I will ask a member of staff.
- I know that my use of school computers and Internet access will be monitored.
- I will keep my password safe and private as my privacy, school work and safety must be protected.
- I understand that it is important to use strong passwords and that by using strong passwords at school and for other purposes, I am taking responsibility for my online safety and security.
- I know that a strong password must:
 - Be at least 8 characters in length
 - Contain a mix of upper case, lower case, numbers and special symbols.
 - Not contain my name or any word or phrase that could be easily guessed.
 - Not be a password that I've used previously or for another purpose.
- I will write emails and online messages carefully and politely, as I know they could be forwarded or seen by someone I did not intend.
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present.
- I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment.
- I will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18 and will visit www.thinkuknow.co.uk
- I will protect my personal information online at all times.
- I will not access or change other people files, accounts or information.
- I will only upload appropriate pictures or videos of others online and when I have permission.
- I will not use my mobile phone or personal device in school as per the Mobile Phone policy (September 2016)
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources.
- I will always check that any information I use online is reliable and accurate.

- I will make sure that my internet use is safe and legal and I am aware that online actions have offline consequences.
- I will only change the settings on the computer if a teacher/technician has allowed me to.
- I know that use of the school's ICT system for personal financial gain, gambling, political purposes or advertising is not allowed.
- I understand that the school's Internet filter is there to protect me, and I will not try to bypass it.
- I know that if the school suspects that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices.
- If I am aware of anyone trying to misuse technology, then I will report it to a member of staff.
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable.
- I will visit www.thinkuknow.co.uk www.childnet.com and www.childline.org.uk to find out more about keeping safe online.
- I have read and talked about these rules with my parents/carers.