

SACRED HEART GRAMMAR SCHOOL



ACCEPTABLE USE OF INTERNET AND DIGITAL TECHNOLOGIES

ACCEPTABLE USE POLICY AGREEMENT

I understand that I must use the school's C2k system, ICT devices and digital communications in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. This use is granted to students who act in a considerate and responsible manner and will be withdrawn if they fail to maintain acceptable standards of use.

(1) For my own personal safety:

- I understand that the school will monitor my use of the C2k system, ICT devices (laptops, computers, mobile devices, etc.) and digital communications, and that any use deemed to be inappropriate will be reported to the Principal and appropriate authorities if deemed necessary.
- Monitoring of use is based on the unique C2k usernames and passwords, therefore I will keep my username and password safe and secure. I will not share my username and password, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger" when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

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

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- 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. Also I will not intentionally waste resources (such as consumables).
- I will not use the school systems or devices for internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

(3) 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.

(4) 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 and:

- I will only use my own personal devices (mobile phones / USB devices, etc.) in school if I have permission and have signed the schools BYOD agreement.
- 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 use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email. I will not open any hyperlinks if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed.

(5) When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- 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.

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

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- 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, contact with parents and, in the event of illegal activities, involvement of the police.

Please complete the sections on the Student Acceptable Use Agreement Form (attached) to show that you have read, understood and agree to the rules included in this Acceptable Use Policy Agreement. This form should then be detached and returned to the school office along with any other relevant registration information.

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STUDENT ACCEPTABLE USE AGREEMENT FORM

This form relates to the Student Acceptable Use Policy Agreement, 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 Agreement.

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

- I use the school systems and devices (both in and out of school).
- I use my own devices in school (when allowed) e.g. mobile phones, tablets, USB devices, etc.
- I use my own equipment out of school in a way that is related to me being a member of Sacred Heart Grammar School, e.g. communicating with other school members, accessing school email, VLE, etc.

Student's Name: _____

Form Class: _____

Student's Signature: _____

Date: _____

Parent's/Guardian's Signature: _____

Date: _____