























St John Henry Newman Catholic School Pupil Acceptable Use Policy

These e-Safety Rules help to protect students, staff and the school by describing acceptable and unacceptable ICT use anywhere on the school premises.

-  The school owns the computer network and can set rules for its use. All network and Internet use must be appropriate to education.
-  I must not use mobile phones, games consoles or musical devices in the school buildings unless instructed to by a teacher. It is strongly recommended that students leave all electronic devices at home.
-  Irresponsible use of school systems may result in the loss of network or Internet access and/or the right to bring digital imaging equipment or mobile phones to school.
-  Mobile phones are not allowed to be switched on or used inside the school building unless with permission.
-  You must ask a person's permission before videoing, editing or taking their photograph. I am aware that when I take images of pupils and/or staff, that I must only store and use these for school purposes and in line with school procedures and must never distribute these outside the school network without the permission of all parties involved, including in school breaks and all occasions when you are in school uniform or when otherwise representing the school.
-  I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts.
-  I understand that I am responsible for my actions, both in and out of school and that the school 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 (e.g., cyberbullying, use of images or personal information etc.)
-  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.
-  I will always respect the privacy and ownership of others' work online and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission. Where work is protected by copyright, I will not try to download copies (including music and videos).
-  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 not alter computer settings.
-  I will immediately report any damage or faults involving equipment or software, however this may have happened.
-  I will not open any attachments to emails unless I know and trust the person or organisation that sent the email due to the risk of the attachment containing a virus or other harmful programme.
-  I will only log on to the school network/Learning Platform, other systems and resources with my own username and password, which must not be given to any other person. I am not allowed to use other people's passwords or accounts, even if they give you permission. I must not trespass in another person's folders, files or work, nor alter the data of another user.

-  I am not allowed to download/upload files or install any software without permission. The running of any scripts e.g batch files is prohibited. I am not allowed to use proxy sites or attempt to bypass the school's security system.
-  I will not give out my personal information or that of others such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
-  I will make sure that all ICT communications with pupils, teachers or others are responsible, polite and sensible. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions. Anonymous messages and chain letters are not permitted. I will only save files to the network that are related to schoolwork. I will not use filenames that could be considered offensive.
-  I will 'log off' when leaving a computer.
-  I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher.
-  I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
-  I understand that all my use of the Internet and other related technologies can be monitored and logged. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted. Any illegal activities will be reported to the Police.

Pupil Acceptable Use – Pupil and Parent Agreement

Dear Parent,

ICT including the Internet, learning platforms, email and mobile technologies and online resources are an important part of learning in our school. We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of online safety and know how to stay safe when using any ICT.

Pupils are expected to read and discuss this agreement with their parent and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their class teacher or our online safety coordinator.

I have read, understood and agree to follow the terms of this Acceptable Use Agreement when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) e.g., camera, PDA, USB stick, etc.
- I use my own equipment out of school in a way that is related to me being a member of this school e.g., communicating with other members of the school, accessing school email, VLE, website etc.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

Parent's Consent for Web Publication of Work and Photographs

I agree that my **son/daughter's** work may be electronically published. I also agree that appropriate images, audio and video that include my **son/daughter** may be published subject to the school rule that photographs will not be accompanied by pupil names. I give permission for my child's biometric data to be used where appropriate

Name of Pupil:		Class/Year Group:	
Parent/Carer Signature		Date	
Pupil Signature		Date	