

## Acceptable Use of Technology Policy

Our aim for using technology at St Chad's is to further educational goals and objectives of all pupils. We believe that the benefits to pupils in the form of information resources and opportunities for collaboration exceed any disadvantages. Unfortunately some pupils may find ways to access unsuitable material.

Unacceptable areas such as pornographic, racist, extremist, political or violent material are beyond the scope of most filtering programmes. As much as possible, the school's chosen information provider has organised information resources in ways that point pupils to those that have been reviewed and evaluated prior to use, but this cannot be guaranteed.

In school, teachers will guide pupils towards appropriate materials, outside school, families bear the same responsibility for such guidance as they already do for television, telephones, games consoles, films, radio and other potentially offensive media.

### Computers and the Internet

The school's code of conduct applies to all activities at St Chad's including using the Internet, so always be sensible, considerate and respectful.

**When you are using the Internet do not communicate with strangers.**

**Remember:**

- **You can't see them**
- **You are not aware of their age, or sex**
- **You can't be sure that information you are given is true**
- **You must think carefully about what you have to say**
- **Avoid giving your phone number, address or financial information**
- **If you have any problems in determining what you should do, always ask a member of staff**

### Acceptable Use

Although the school is using a filtered Internet service, some web pages are inappropriate for school use. It is unacceptable to use the facilities for the following:

- The St Chad's computers and network are provided to students to use for educational purposes and are subject to St Chad's rules.
- Students may access the Internet once the permission slip signed by a parent has been returned to the Technicians Office.
- Students are responsible for all activity on their assigned network account, and should not allow others to access their accounts.
- Trespassing in another student's account or abuse of the network will not be tolerated and will result in immediate disciplinary action.
- Students must not connect mobile equipment such as Laptops, PDA's, Tablet PC's or any games console that connects using wireless technology, unless the technicians have first checked them to be sure that they are virus free.
- Students must not keep the following file types in their "My Documents" folder:  
.mp3 - .zip - .avi - .mpeg
- Students should not access hotmail or other messaging services, chat rooms, bulletin boards, web logs or media clips (without the express permission of a member of staff)
- Students should not access sites that the school would regard as unacceptable. If in doubt ask a member of staff for advice
- Students will abide by all policies and rules related to copyright and plagiarism. Information obtained from the Internet will be properly cited when used for research. (i.e. copying or pasting without noting the source).
- Students should not Download games, simulations or install software onto school machines or disks
- Students should not transmit obscene material, use vulgarities, swearing or any other inappropriate language.
- Under no circumstances will students access or create material that is pornographic, racist, intolerant, extreme, or other inappropriate information on St Chad's computers. Pupils who abuse web sites or materials will be **excluded from school**.

For the good of all we must avoid:

- Downloading huge files – all information must be copied into your own directory and not be printed from the Internet itself.
- Printing unnecessary material – printing takes time, is costly and blocks the network

### **Mobile Phones**

Mobile phones are not to be seen or heard at St Chad's, if they are brought to school for safety reasons they should not be switched on, bluetooth should not be used and phones should be left in pupils bags until the end of the school day. If pupils are found to be using their mobile phones inappropriately they will be confiscated and returned to the pupil at the end of the day. However repeated inappropriate use will result in the mobile phone being confiscated and parents will be contacted to arrange the return of the item.

Staff mobile phones should not be seen or heard during school hours.

### **Sanctions**

Failure to observe the school guidelines will result in a temporary or permanent ban on Internet use. The co-ordinator of ICT will make the final decision on such matters.

Persistent or extreme misuse may lead to exclusion and, if applicable, police or local authorities may be involved.

### **Warning**

It is important that you understand that the school may monitor any Internet sites visited, e-mails sent or information saved. A facility is in place which enables staff to access all computer terminals whilst they are in use to enable this monitoring to take place.

### **Use of Technology outside of School**

Further guidance for parents and pupils on how to stay safe at home is available at the following websites:

Think U Know	<a href="http://www.thinkuknow.co.uk">www.thinkuknow.co.uk</a>
Childnet	<a href="http://www.childnet-int.org">www.childnet-int.org</a>
Internet Watch Foundation	<a href="http://www.iwf.org.uk">www.iwf.org.uk</a>
Child Exploitation and Online Protection Centre	<a href="http://www.ceop.gov.uk">www.ceop.gov.uk</a>
Get Safe Online	<a href="http://www.getsafeonline.org/">http://www.getsafeonline.org/</a>

### **Social Media**

Please carefully consider the following when allowing children to access social media;

- The age restrictions of social media which requires that users comply with legislation. We are aware that Instagram, for example, is used by many year 7 students.
- Whether it is necessary for younger students, even those over the minimum age to use social media at all.
- If your child posts a picture of themselves or information about themselves online, there is no certain way of controlling how that image may be used or by whom.
- The location of phones and internet based devices can be determined by a third party.
- Gaming consoles can be used for social networking across the internet and also have age restrictions for this use.
- If, however, your child is using social media with your consent between the ages of 13-17 the "Child Exploitation and Online Protection Centre" advises the following;
  - That privacy settings are appropriate and that you have guided them in this
  - That you constantly monitor its use
  - That you know exactly what they are doing online
  - That your email address is the main contact
  - That you discuss the issues with your child and encourage a dialogue where he or she feels able to share anything which they feel unhappy about.

*Age*

## Social Media & Internet

*Restrictions*

**13** Twitter, Facebook, Instagram, Pinterest, Google+, Tumblr, Reddit, Snapchat, Secret, Pandora, iTunes, Spotify, Skype, Myspace, Minecraft

**14** LinkedIn

**16** WhatsApp

**17** Tinder, YikYak, Vine

**18 (Or, need adult permission)** Youtube, WeChat, Kik, Keek, Foursquare, Flickr Path, Xbox Live (child account until 18), Playstation Network (sub account until 17)

Current age limits as of 2/24/2015

http://theparentingskill.com



St Chad's Catholic and  
Church of England  
High School  
Computer and Internet Use Policy  
Return Slip



Access rights to use Internet services via the school's computer networks will not be granted until this form has been signed and returned.

**User:**

I have read, understood, and will abide by the school's policy concerning acceptable use of the Internet.

I understand that the Internet contains material that is beyond the school's control and that even on a filtered system access to inappropriate and unsuitable material may be possible.

I will act responsibly in terms of my actions including the material that I access or send.

I understand that failure to abide by the school's policy on acceptable use will result in disciplinary action be taken including the withdrawal of access rights.

If I am unsure of any procedure or policy it is my responsibility to ask.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please print clearly) \_\_\_\_\_

Tutor Group (Pupils only) \_\_\_\_\_

**N.B In the case of a pupil this form must also be signed by a parent or guardian.**

**Parent/Guardian:**

As a parent/guardian, I have read and understand and agree to the condition under which my son/daughter will be granted access rights to use the Internet in school as part of their study.

I am aware of their responsibilities regarding acceptable use and that the school will take disciplinary action if this trust is found to have been broken in any way.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please print clearly) \_\_\_\_\_

**ICT Policy – Computer and Internet Use September 2015**

The school reserves the right to modify this policy at any time in the light of experience.