



SACRED HEART HIGH SCHOOL DIGITAL TECHNOLOGY

STUDENT COMPUTER RESOURCES POLICY & ACCEPTABLE USE AGREEMENT

This agreement will keep everyone safe and help us to be fair to others.

The school has provided computers for use by pupils in school and in some occasions, at home, offering access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all pupils, and you are encouraged to use and enjoy these resources, and help to ensure they remain available to all. You are responsible for good behaviour with the resources and on the Internet just as you are in a classroom or a school corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

GUIDELINES

Equipment

- Always get permission before installing, attempting to install or storing programs of any type on the computers.
- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk, and will result in access being withdrawn.
- Only use the computers for educational purposes. Activities such as buying or selling goods are inappropriate.
- Always check files brought in on removable media (such as flash drives etc.) with antivirus software and only use them if they are found to be clean of viruses.
- Always check mobile equipment (e.g. laptops, tablet PCs, PDAs etc.) with antivirus software, and ensure they have been found to be clean of viruses, before connecting them to the network.
- Protect the computers from spillages by eating or drinking well away from the ICT equipment.

Security and Privacy

- Protect your work by keeping your password to yourself; never use someone else's logon name or password.
- Never share personal information via the internet like your home address, telephone number, school name, or picture to people you meet on the Internet.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings may put you or your work at risk.
- Computer storage areas will be treated like school lockers. Staff may review your files and communications to ensure that you are using the system responsibly.

Internet

- You should access the Internet only for study or for school authorised/supervised activities.
- Only access suitable material – Using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Respect the work and ownership rights of people outside the school, as well as other pupils or staff. This includes abiding by copyright laws.
- If you are unhappy or have any doubts about any communication/contact via the internet please inform a member of staff immediately.

Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the Internet as it is on the street.
- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff. The sending or receiving of an email containing content likely to be unsuitable for children or schools is strictly forbidden.

Please turn over.....

ACCEPTABLE USE

1. I will only use the school's computers for schoolwork, homework and as directed.
2. I will not bring files into school (on removable media or online) without permission or upload inappropriate material to my workspace.
3. I will only edit or delete my own files and not view, or change, other people's files without their permission.
4. I will keep my logins, IDs and passwords secret.
5. I will use the Internet responsibly and will not visit web sites I know to be banned by the school. I am also aware that during lessons I should visit web sites that are appropriate for my studies.
6. I will never use mobile devices, websites or social networking sites such as Facebook to make derogatory comments about the school, staff or other pupils
7. I will only e-mail people I know, or those approved by my teachers.
8. The messages I send, or information I upload, will always be polite and sensible.
9. I will not open attachments, or download a file, unless I have permission or I know and trust the person that has sent them.
10. I will not give my home address, phone number, send photographs or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
11. I will never upload images of others onto a computer, mobile device or social networking site or pass on images of others without their permission
12. I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless I take a trusted adult with me.
13. If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will save it and talk to a teacher / trusted adult.
14. I am aware that some websites and social networks have age restrictions and I should respect this.
15. I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.
16. I am aware that all my activities on the computer are constantly monitored for my own safety and can be used against me if I breach school policy.
17. If I misuse the IT facilities in a way that breaches school policy, including the behaviour policy, I understand that the school will take action which could lead to having access to the IT facilities being taken away and/or to exclusion.
18. I agree that all IT resources available to me from the school shall be used in a sensible manner which in no way is disruptive or abusive. This refers to both hardware and software.

Please read the Computer Resource Guidelines and Acceptable Use commitments carefully.

Only once these have been signed and returned will access to the Internet be permitted. If you violate these provisions, access to the Internet will be denied and you will be subject to disciplinary action. Additional action may be taken by the school in line with the existing policy regarding school behaviour. For serious violations, action will be taken in line with the school's discipline policy. Where appropriate, police may be involved or other legal action taken.

I have read and understood the above and I agree to use the school computer facilities within these guidelines and to abide by the Acceptable Use commitments in this agreement.

Student Name: _____

Signature: _____

I have read and understood the above.

Parent/Guardian Name: _____

Signature: _____