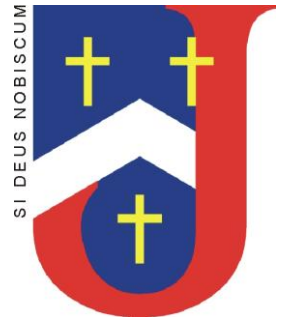


St. Joseph's RC High School
Ysgol Uwchradd Gatholig Joseff Sant

Student Acceptable Use Agreement

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Agreement



Student Acceptable Use Agreement

By joining St. Joseph's RC High School's network you are agreeing to adhere to this Acceptable Use Agreement. In the event of any breaches to this agreement the school reserves the right to withdraw access to the network pending further discussions.

This policy applies to all student uses of all technology in school eg school desktop computers, camera equipment, mobile devices including iPad and Android. It applies to all usage by students when they are engaged in school based or school related activities, no matter where they are physically located.

RULES

1. I will take care of computer equipment, including iPads at St. Joseph's RC High School and protect them from damage.
2. I will not switch off the 'Find My iPad' feature if I have an iPad so it can be recovered if lost or stolen.
3. I will only use technology in lessons if the use is appropriate and sanctioned by the member of staff. Misuse could lead to confiscation of the device.
4. I will manage my files and iPad to ensure there is space for work to be saved. I will keep my school account area under the 2GB limit.
5. I will only access the school network and Internet using my own username and password. I will not access files belonging to others. I will keep my password safe, secure and regularly updated (3 months). My password will always have a sufficient strength to make it secure.
6. I will only send emails to people I know or who are approved previously by my teacher. I will not forward chain letters.
7. I will ensure the core apps are always available on my iPad and I will not jailbreak¹ the device.

¹ Jailbreaking refers to removing iOS from the device and putting a rogue operating system on.

8. If I have an iPad I will always ensure it has an approved case cover on it.
9. I will not attach my device to the network by means of a cable.
10. I understand that the school reserve the right to check my files, emails, blog posts and the Internet sites I visit to ensure that I use technology in the school safely and properly. I will show my teacher or my parent/carer the contents of my iPad upon request.
11. I will not delete my search history in my browser.
12. I will tell a teacher at once if I see web pages or emails that are offensive.
13. I will only copy and use material as allowed by copyright legislation. I will ask my teacher if I am not sure of the legal position.
14. I will not use my iPad or other technology in the school to share copyrighted files.
15. When using the internet, writing blog post and sending emails, I will protect myself and others by not giving out personal information.
16. I will only take photos or videos of other people within the school if I have their permission.
17. I will not arrange to meet any on-line contact. I will tell my teacher or parent/carer immediately about any invitations I receive to meet online contacts.
18. I will ensure that any communications electronic or otherwise are polite, sensible and responsible.
19. If I have an iPad I will make sure it is charged sufficiently when in school.
20. I will not plug in my device to charge it in the school.
21. I will ensure that my personal equipment, such as my iPad will not be left unattended at any time.

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DIGITAL CITIZENSHIP

The agreement is based around the premise that we should all be responsible Digital Citizens at St. Joseph's RC High School. It draws upon the work of teachers from all over the world and has been formulated in order for you to get the most out of being a 21st Century Learner, whilst being responsible for your digital selves. You will be afforded many freedoms under this agreement but there will be consequences if you break the agreement below:

As a responsible member of the Digital Community at St. Joseph's RC High School you must:

1. Respect yourself
2. Protect yourself
3. Respect others
4. Protect Others
5. Respect intellectual property
6. Protect intellectual property

1. **Respect yourself (looking after yourself)**

I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.

2. **Protect yourself (looking after yourself)**

I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behaviour directed at me. I will protect passwords, accounts and resources.

3. **Respect others (looking after others)**

I will show respect to others. I will not use any electronic mediums to flame², bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, inappropriate, offensive, suggestive or obscene. I will not abuse my rights of access and I will not enter other people's private spaces or areas.

² *To flame is to deliberately criticise, offend or generally say something nasty about another person in a public forum.*

4. **Protect others (looking after others)**

I will protect others by reporting abuse, not forwarding inappropriate materials or communications, and not visiting sites that are degrading, inappropriate, offensive, suggestive or obscene. I will moderate unacceptable materials and conversations.

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5. **Respect intellectual property (looking after property)**

I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules. I will not record or put online images, audio or video of others without their permission.

6. **Protect intellectual property (looking after property)**

I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

I KNOW THAT I MUST USE THE COMPUTERS SAFELY

- I know that the school can remotely monitor what I do on the computers.
- I will treat my username and password like my toothbrush – I will not let anyone else use it and I will not use theirs.
- I will be aware of my personal safety when I am communicating online and will not share personal information about myself or others.
- If I arrange to meet someone that I have communicated with online I will do so in a public place and take an adult with me.
- I will tell a teacher immediately about any unpleasant or inappropriate material or messages on the computer or anything that makes me feel uncomfortable when I see it.
- I understand that the school will support me and my classmates and can offer advice if anything happens online – even if I am using a computer at home.

I KNOW THAT I MUST USE THE COMPUTERS RESPONSIBLY

- I understand that the computers are here for school work and I will only play games on them or use them for personal use if I have permission.
- I will only upload pictures or videos from inside the school if I have permission.
- I understand that the school's security and Internet filter is there to protect me and protect the computer network. I will not try to bypass it. If I need access to a blocked website I will ask my teacher.
- I will only download music or videos onto the computer if it is related to my school work.
- I understand that I must not download or display inappropriate pictures or other material from the Internet.

I KNOW THAT I MUST HELP LOOK AFTER THE COMPUTERS

- If I have a problem with my computer I will tell a teacher immediately so that the problem can be fixed – I will not leave it broken for the next person.
- I will only use programs that are already on the school computer. If I need a new program I will ask my teacher – I will not try to install it myself.
- I will not try to connect my own computer or mobile phone to the network.
- I will only change settings on the computer if I am allowed to do so – I will not try to change anything that might cause the computer to go wrong.

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- I know that food and drink is not allowed in the computer rooms and that I should not eat or drink around any computer.

I KNOW THAT I MUST RESPECT OTHERS WHEN USING THE COMPUTERS

- I will always treat others the same way I would want them to treat me – just as I would when not using the computers. I will not use the computers to harass or bully anyone.
- I will be polite online and I will not use strong, aggressive or inappropriate language. I appreciate that others may have different opinions.
- I will not take or distribute pictures or videos of anyone without their permission.

ETIQUETTE

I know that I must follow the guidelines for use in school between:

- iPads out on desks (the teacher decides when used)
- the iPad case must be on at all time.
- I will get permission before taking photographs or videos of others.
- I will be responsible in my use of an iPad or any computer equipment.
- I understand that computer equipment, including iPads are to be used to enhance my learning.

I have read, understand and agree to abide by the terms of this policy.

Name (Capitals) Signed:

Date:

This policy was updated on June 2015

This policy was presented and accepted by the Governing Body on June 2015

This students were made aware of this policy and or updates on June 2015

This policy will be reviewed on June 2016