

33b. Student Acceptable Use  
Agreement 2017/18

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

Student Acceptable Use  
Agreement 2017/18



# 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 e.g. 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.

## **SJHS Acceptable Use Agreement**

I understand that I must use school ICT systems 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.

For my own personal safety:

- I understand that the school will monitor my use of IT systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, 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.

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.
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- 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.

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:

- I will only use my own personal device(s) in school if I have permission. I understand that, if I do use my own device(s) in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- 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

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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, or 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

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.

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 Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, suspensions, contact with parents and in the event of illegal activities involvement of the police.

## **SJHS Acceptable Use Expectations**

1. I will take care of computer equipment 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 or removal from school network.
4. I will manage my files 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 jailbreak<sup>1</sup> the device.

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

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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 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.

## Student Acceptable Use Agreement Form

This form relates to the Student Acceptable Use 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. If you do not sign and return this agreement, access will not be granted to school ICT systems.

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 the school (when allowed) eg mobile phones, gaming devices, cameras etc
- I use my own equipment out of the school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.

Name of Student

Form group

Signed

Date