

1 Introduction

This policy applies to all users of computer hardware, software and networks in St Mary's CBGS: students; teachers; non-teaching staff (administrative, technical and learning support); and those offered access to school resources. It applies to all school-owned computers as well as personal devices which have access to the school network and resources.

Our aim is to provide the Internet as a service which promotes educational excellence by facilitating resource sharing, innovation and communication in a safe, secure and effective e-learning environment. This Policy for the Acceptable Use of Computers and Internet has been drawn up to protect all parties: the students; the staff and the school. The use of these technologies carries responsibilities and behavioural expectations. Therefore, all users must sign a written agreement to comply, indicating that they accept the terms and conditions of this policy. Student users also require the consent of a parent or a legal guardian.

2 Computer Devices

The use of authorised school computers, laptops, tablets and other permitted personal devices in St Mary's must be consistent with the school's ethos, educational goals and objectives. Common sense and good judgement is expected to be used at all times.

3 The Internet

Internet access and its use in St Mary's CBGS is regarded as a school resource and privilege which can be withdrawn. The Internet system should be used for educational or school-related purposes only. The Internet is an electronic information highway connecting many thousands of computers all over the world hosting a vast array of information with millions of individual subscribers. This global network is not governed and there are no limits or checks on the kind of information that is accessible to internet users. The educational value of appropriate information on the internet is considerable. However, it also includes some material that is not of educational value in the context of the school. This material includes information that may be inaccurate, abusive, profane, sexually orientated, racist or illegal.

- In order to safeguard young people from any inherent dangers, it is the responsibility of school staff and a parent or guardian of each student to educate him about his responsibilities when using the Internet.
- St Mary's will ensure that access provided for staff and students through an Internet Service Provider is a filtered service. All users should be aware that the St Mary's can, and does, track and record the sites visited, the searches made on the Internet and e-mail sent and received by individual users.
- While using the Internet at school, students will normally be supervised. However, when appropriate, students may pursue electronic research independent of staff supervision, if they have been granted permission. In all cases, students are reminded of their responsibility to use these resources in line with the school policy on acceptable use.
- Students will receive appropriate guidance and training about how to use the Internet during ICT classes in years 8 & 9 and during assemblies and induction programmes in years 8,11,12,13 & 14. This training should ensure that all students understand how they are to use the internet appropriately and why the rules exist.
- **During in-service training, staff will be informed about changes or updates to this policy.**
- Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. While normal privacy is respected and protected by password controls, as with the Internet itself, users must not expect files stored on servers to be absolutely private.
- St Mary's reserves the right to examine any active or deleted files that may held on the computer system or to monitor any Internet sites visited.

4 WiFi Access

Where necessary, St Mary's will provide wireless access to students and staff to enable them to use authorised, personal devices. St Mary's is only responsible for connecting, troubleshooting connection issues or configuring these authorised devices.

On connection with the school's WiFi, users agree to adhere to the school's policy for Acceptable Use of Computers & the Internet.

On connection, it is acknowledged that:

- WiFi access is provided as a guest service.
- WiFi access will have suitable filtering in place.
- While using school WiFi, school cannot guarantee that the wireless access is secure or that privacy on any site is protected.
- Use of the WiFi is entirely at the risk of the user.
- St Mary's accepts no liability for the loss of data, the misuse of data or the configuration of any changes made to the device.
- St Mary's will monitor all internet traffic and websites accessed to ensure the system meets the Acceptable Use Policy.
- Misuse of the WiFi network will result in sanctions in line with the Acceptable Use Policy.

5 Email Service

The email service provided by the St Mary's is available to all students and staff. All users are expected to abide by generally accepted rules of network etiquette, using email in an effective, responsible and lawful manner. It is important to note that emails may be subject to scrutiny by the St Mary's through filtering and monitoring facilities.

These rules include, but are not limited to, the following:

- **Be polite.** Never send or encourage others to send abusive emails.
- **Use appropriate language.** Remember that you are a representative of the St Mary's on a global public system, where everything that is said and done can be viewed by others. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- **Do not reveal your password** to anyone. If you think someone has obtained your password, contact a member of ICT support.
- **Do not reveal any personal information to anyone**, especially the email address or personal telephone of yourself or any other user.

6. Responsibilities

Each user must also take personal responsibility for using computer devices and Internet access in a manner consistent with the school's ethos, regulations and policies.

All users are expected to behave in a sensible and mature way, respecting others at all times and abiding by the following rules:

No user is permitted to:

- Give anyone else access to their username(s) or password(s).
- Attempt to install any unlicensed applications.
- Download any executable, music and/or video files when using the school's internet, unless specific authorisation has been given through a teacher by the Principal.
- Engage in deliberate attempts to damage, or disconnect computer equipment or peripherals, alter hardware or software components, change computer setups, develop or activate viruses, install unauthorised software or change settings.
- Intentionally corrupt, interfere with or destroy any other user's information, including passwords, data or files or to misrepresent others on computer devices / networks.

- Release any personal details about themselves, another student or a member of staff over the Internet. (This includes reference to age, names, addresses or contact details.)
- Use St Mary's Internet access for business, profit, advertising or political purpose.
- Use the Internet for subscribing to services or inappropriate newsgroups.
- **Order goods and services (shopping) on the school networks using credit cards is prohibited, unless specifically authorised by the C2K Manager.**
- Use non-educational games. Only educational games may be used with the permission of a teacher or supervisor.
- Leave an open, logged in device unattended at any time.
- Damage computer devices, computer systems or the computer network.
- Engage in any activity which might compromise the security of the school network.
- Bypass, or attempt to bypass, the school's security measures. Breaches of security should be reported immediately to appropriate school officials.
- Breach any terms of the Computer Misuse Act or Data Protection Act.
- Use computer devices or networks to engage in cyberbullying.
- Send, access, upload, download, or distribute material containing any inappropriate content, such as offensive, profane, threatening, pornographic, obscene or sexually explicit materials.
- Send, access, upload, download, or distribute material containing offensive language, derogatory remarks or other content not in keeping with the school's ethos and policies.
- Breach privacy laws by posting and/or distributing photographs or audio-visual recordings taken of any persons is strictly prohibited without their expressed consent.
- Violate any copyright laws.
- Register for, or use, Internet Chat Rooms.
- Eat food or drink near computer equipment.
- Intentionally waste resources (such as online time/printers etc).
- Engage in any activity which could bring St Mary's CBGS into disrepute.

7 Consequences of Misuse / Sanctions

Violations of the identified rules will be referred to the appropriate school staff. They will be regarded as a major breach of school discipline and may result in one or more of the following sanctions depending on the nature, seriousness and frequency of the offence:

- Temporary or permanent disabling of the user's access to their C2K and / or wireless accounts;
- Temporary or permanent ban on Internet access using the school's wired and/or wireless networks;
- Temporary or permanent loss of privileges regarding the use of computer devices in school;
- Additional disciplinary action by the school, in line with existing practice, up to and including expulsion and any subsequent legal action;
- Violations of UK law being reported to the appropriate authorities.

St Mary's CBGS makes no warranties of any kind, whether expressed or implied, for the service that is provided and will not be responsible for any damages suffered; this includes loss of data resulting from delays or service interruptions caused by negligence, errors or omissions.

Acknowledgment of Understanding of the School's Internet Policy

I have read and agree to comply with the terms of this Policy governing the use of the School's computer network. I understand that violation of this policy may result in disciplinary action, including possible dismissal and civil and criminal penalties.

Signature: _____ **Date:** _____

Print Name: _____

APPROVALS

APPROVALS	
Principal:	
Chair of the Board of Governors:	
Date of Approval by Governors:	
Date of next annual review:	