ICT Acceptable Use Policy [AUP]

This document should be kept for your information.

Technology at St. Augustine's is intended to support and enhance the quality of our pupils' work. Each member of our school community will be given access to the ICT equipment they will need to complete their assignments and meet their learning objectives.

However, access to technology is a privilege and not an automatic right and its use is governed by this policy. Pupils are responsible for their own good behaviour on the internet just as they are in a classroom or elsewhere in school. If pupils disobey this Acceptable Use Policy they will face disciplinary action such as privileges being withdrawn, after school detention, seclusion or even suspension.

User responsibility

Each Pupil has sole responsibility for any action undertaken or attempted from their individual user area. It is each individual pupil's responsibility to use the school network acceptably and appropriately. The purpose of our school network is for school-related study. Each person is expected to show consideration for the rest of the community who also share its use.

These rules apply to all computers, laptops and electronic storage devices.

Equipment

- Do not install, attempt to install or store programs of any type on the computers without permission.
- Do not damage, disable or otherwise harm the operation of computers.
- Do not waste resources, particularly printer toner and paper.
- Do not eat or drink near any computer equipment.

Security and Privacy

- Do not give your password to others, or use passwords to access another pupil's user area, **even with** their permission. If you disobey this rule, **both** account holders will be reported to the Head of Year. Passwords **must** be kept confidential and fulfil security requirements.
- **Never** tell anyone you meet on the internet your home address, telephone number, school's name, or send them your picture unless you are given permission to do so.
- Do not use the computers in any way that annoys, harms, offends, insults or upsets others.
- Respect, and do not attempt to bypass, security in place on the computers; and do not attempt to alter the settings.
- Pupils must not attempt to access any files, folders or drives other than those specified for their use.
- Any attempts to hack, breach security or connect to unauthorised areas of the network are taken extremely seriously and will be reported to the Deputy Head for disciplinary action.

Computer storage areas and memory sticks will be treated like school lockers. Staff may review files and communications to ensure that pupils are using the system responsibly. Internet usage will also be monitored to ensure it is being used appropriately. Inappropriate and unacceptable use will result in disciplinary action.

Internet

- Do not access the internet unless for study or for school authorised/supervised activities [this includes, for example, online games and video clips].
- Do not use the internet to view, download, send or print materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other pupils and staff. This includes abiding by copyright law.
- Do not engage in 'chat' activities over the internet.
- **Never** upload on to the internet - for example on to social networking sites or YouTube - even from outside of school, any material such as videos, photos or abusive text that is any way linked to pupils or staff connected to our school.
- People you contact online are not always who they seem - **never** agree to meet them.
- When using the Internet, pupils must not attempt to access any sites containing inappropriate material. If inappropriate material is found by accident, it should be reported **immediately** to the network team who will arrange for the site to be filtered.

Pupils will be informed of all updates to this policy and these will be uploaded onto our website