



Student Acceptable Use Policy St Bede's Senior School

With computers and emerging technology becoming an integral part of our daily lives, this policy should serve to ensure its safe and effective use. The Trust has provided hardware and software for students to use primarily for educational purposes, but also on occasion for personal use. In return for this provision, all users should agree to play an active part in ensuring that these systems are used responsibly and they should remember that access is a privilege not a right.

Equipment:

- Do not attempt to install any software on Trust-maintained hardware
- Thorough antivirus scans should be done on any files brought in on removable media (e.g. memory sticks)
- All mobile devices (e.g. laptop, smart phone, tablet pc) must be scanned by the user and ensured to be virus free before connecting to the school network
- Any Trust-maintained equipment that is not functioning correctly must be immediately reported to the member of staff who is supervising the lesson. Do not attempt to fix the problem yourself
- Malicious damage to IT equipment will not be tolerated under any circumstances.
- Do not attempt to modify or remove any hardware maintained by the Trust

Privacy and Security

- Users must never disclose their username or password to anybody
- Similarly, it is not permissible to use another user's credentials to access the school network
- No attempt should be made to alter security settings as this may put the network at risk
- Hacking or the deliberate attempt to access restricted areas of the network is not permissible
- No images or video shall be taken of anyone or distributed without previous consent from all parties concerned

Internet, Email and Digital Communication

- Students should ensure that internet use during scheduled lessons is purely for educational purposes
- Large, excessive downloads are not permitted unless authorised by a member of the IT staff
- Using the Internet/network to obtain, send, store, print, display or transmit material which is obscene, abusive or unlawful, will not be tolerated
- Users must at all times respect the ownership rights of materials and abide by copyright laws. This includes accessing, copying, altering, removing or uploading files owned by other users



- Students should remain polite when communicating with others and shall not use strong, aggressive or inappropriate language
- To ensure the safety of users the Trust may monitor the use of ICT systems including email and other digital communication
- Users are strongly encouraged to report any inappropriate emails to a member of staff immediately

Social Networking

- The accessing of social networking and or chat facilities during timetabled lessons is not permissible
- Personal details (e.g. Address, Full name or telephone number) should never be posted online or appear in social networking profiles
- Personal profiles should be set to private to avoid details being accessible to unauthorised users
- The use of social networking to intimidate, harass or bully another user will not be tolerated and will be dealt with in line with the Trust's disciplinary policy.

Accountability

I understand that all users have an equal right to use technology and I will aim to make use of the systems in a responsible manner. I also understand the Trust has the right to take action against me if I am involved in any incident deemed to be of an inappropriate nature covered in this agreement. This remains valid even if the incident occurs outside of school where it involves my membership as a pupil of the Trust.

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the network, disciplinary procedures in line with the Trust's behavioural policy and in the event of illegal activities, involvement of the police.

Monitoring and review

This Policy will be reviewed annually or sooner if deemed necessary or if relevant new guidance must be taken into account.