

Student Acceptable Use Policy

Educational Purpose

The College Network has been established for an educational purpose. The term 'educational purpose' includes classroom activities, purposeful communication and quality research activities using the Internet.

You may not use the College Internet access or email access for commercial purposes. This means you may not use it either to offer, provide or purchase products or services.

Pupil Internet and email access

1. All Internet access must be supervised. This means there must be a member of staff in the room who is aware that the pupil is accessing the Internet.
2. Inappropriate Access to Materials:
 - a. You will not use the College Network to access or create Internet material that is disrespectful or obscene (pornography), that promotes illegal acts, or that promotes violence or discrimination towards other people (hate literature).
 - b. You will not use the College Network to post online, electronic messages that are disrespectful or obscene, or will cause offence to another person or bring the College's reputation into disrepute.
 - c. If you mistakenly access inappropriate information on the Internet, you should immediately tell your teacher or the IT Technicians. This may protect you against suspicion that you have intentionally violated this Policy.
3. Anonymous web-based email services are not permitted (such as hotmail, etc). You may only use the College web-based email service provided for College-work related purposes. Use of email for purposes other than College work, will result in the suspension of email access for a fixed period of time, and will be investigated in line with College procedures. Repeated abuse may result in a permanent ban.
4. Use of the internet for purposes other than those outlined in section one will result in the suspension of Internet access for a fixed period of time. Repeated abuse may result in a permanent ban.
5. You may not create or edit personal web pages without approval from a member of staff. Any content added using the College Internet access is accountable to the College and must therefore be checked and approved by a member of staff. Pupils are requested not to add a guestbook etc. to such sites because of their unregulated nature.

Unacceptable Uses

1. **Personal Safety:**
 - a. You will not email personal contact information about yourself or other people. Personal contact information includes your address, telephone number, College address, etc.
 - b. You will promptly tell a teacher or IT technician if you receive any email message that is inappropriate or makes you feel uncomfortable.
2. **Illegal Activities:**
 - a. You will not attempt to gain unauthorised access to the College Network, Internet or email, or go beyond your authorised access. This includes attempting to log-on through another person's account or access another person's files. These actions are illegal, even if only for the purposes of 'browsing'.
 - b. You will not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by any other means. These actions are illegal and will be dealt with accordingly.
 - c. You will respect copyright and intellectual property rights.
3. **System Security:**
 - a. You are responsible for your individual user area and email account, and should take reasonable precautions to prevent others from being able to use it. Under no conditions should you let any other pupil know your password(s). You must notify the IT technicians if your password is known by another pupil.
 - b. You will immediately notify a teacher or the IT technicians if you have identified a possible security problem. Do not go looking for problems because this may be seen as an illegal attempt to gain access.
 - c. You will avoid accidental spread of computer viruses. Unchecked floppy disks/Pen drives must not be used and email attachments that are suspect or from unknown sources should not be opened. Use of Pen drives is allowed, although abuse of these such as copying games, images or music to the network will result in this access being removed. Removable storage devices will be subject to confiscation and examination by your teacher and/or the IT technicians.

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- d. You will not use your individual user area or any removable storage device to store programs, personal music files or images unrelated to College work.
- e. You will not download computer programs from the Internet, nor download files without permission from a member of staff.

4. Inappropriate Language:

- a. Restrictions against inappropriate language apply to public and private email messages, file names, the content of documents (including music lyrics/titles) and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

5. Email misuse:

- a. You will not email information that could cause damage, a danger or disruption. College email is provided for the purpose of supporting your College studies and not for personal communication.
- b. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- c. You will not knowingly or recklessly email false or defamatory information about a person or the College.
- d. You will not forward an email that was sent to you privately without permission of the person who sent you the message.
- e. You will not email private information about another person.
- f. You will not email chain letters or engage in 'spamming'. Spamming is sending an annoying or unnecessary message to another person or large number of people.

6. Misuse of Resources:

- a. You will avoid unnecessary printing. A record of all printing is logged automatically by the Network.
- b. Accessing and playing games via the Internet is NOT allowed. A limited number of games do have some significant educational value and these listed 'games' are the only ones you are permitted to access. You will check with your teacher if you are unsure.

7. Monitoring of Network:

- a. You should expect only limited privacy in the contents of your personal files on the College Network.
- b. Routine maintenance and monitoring of files stored on the College Network may lead to discovery that you have violated this Policy or the law.
- c. Routine monitoring of the screens of pupils using the Internet may lead to discovery that you have violated this Policy or the law.
- d. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy. The investigation will be reasonable and related to the suspected violation.
- e. Your parents/guardians have the right at any time, to request to see the contents of all your files including email.

8. Policy Violations:

- a. The College will co-operate fully with local, or government officials in any investigation related to any illegal activities conducted through the College Network.
- b. Misuse of the Internet or email will result in your access to these facilities being suspended. Continued misuse will result in the suspension becoming permanent.

Personal Responsibility

Pupils should be aware of the following:

1. Your actions on the College Network are logged continuously. This includes the workstation you used, how long you were logged on for, what software and websites are used and any printing you do.
2. All Web pages which can be accessed by a workstation on the College Network are logged with the date and time of access.
3. Both these logs can be used to track specific action by users or workstations at any given time.
4. Details of any unacceptable material, email or Internet access will be recorded and filed and the pupil's access to the network/services suspended. Depending upon the severity/nature of the material, parents/guardians may be asked to come in and discuss the matter further.

Sanctions

1. Violations of the rules will result in a temporary or permanent ban of the Network, Internet and/or email.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.

Discretionary Rights

The College reserves the right to vary the terms of this policy at any time and without prior notice. College has the right to withdraw your access to the Network and other services. Your account will be locked until any Policy discrepancy has been finalised. The decision of the College is final.

Useful Websites

Our College website www.stmcollege.org.uk contains some useful information and advice for pupils and parents/guardians regarding Internet safety. This is in 'Documents – Policy Documents'. There are also links to websites giving advice on using the internet safely and an online bullying reporting system.

You can also access an online copy of this Policy document.

PLEASE NOTE:

When applicable, police or local authorities may be involved.

Please complete and return this section of the Acceptable Use Policy to the College Admin Office, and keep the remainder for reference.

As a user of the College Network, Internet and email, I agree to comply with the rules on its use, as detailed in the Student Acceptable Use Policy. I will use the College Network, Internet and email in a responsible way and observe all the restrictions explained to me.

Pupil Name: _____

Form: _____

Pupil Signature: _____

Date: ___/___/___

Parent/Guardian

As a parent/guardian of the pupil named above, I grant permission for my son/daughter to use the College Network, electronic mail and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my son/daughter to follow when selecting, sharing and exploring information and media.

Parent/Guardian Signature: _____

Date: ___/___/___