



All Hallows Catholic College

Acceptable Use Policy

Academy Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that All Hallows will monitor my use of the 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 the risks of communicating on-line and protect myself adequately.

- 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 not arrange to meet people off-line that I have communicated with on-line.
- 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 All Hallows systems and devices are intended for educational use only and that I will not use them for personal or recreational use.
- I will not try 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 All Hallows devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting and streaming (eg YouTube), unless I have obtained explicit permission to do so.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's account or files.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language.
- 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 / academy:

- I will not use my own personal devices (mobile phones / USB/ storage / gaming devices/ video/photograph or audio recorder etc) in school unless I have permission. I understand that, if I do use my own devices in All Hallows, 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 programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I understand that the use of any VPN software in All Hallows is explicitly forbidden under any circumstances. I must never have any such software installed on any personal device that I bring into College nor should I attempt to install or operate any VPN software on any College device or system.
- I will immediately report any damage or faults involving equipment or software; however, this may have happened.
- I will take care to not physically maltreat or damage any equipment that is made available for my use or is present in the college.
- 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 attempt to alter computer settings.
- I will not attempt to access any area on the school's systems that is otherwise restricted and that I do not have explicit rights to view and or alter.
- I will only not attempt to use social media sites unless I have permission.

When using the internet for research.

- 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).
- I will not use systems within All Hallows to copy or alter material that has been copyrighted.
- 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 All Hallows also has the right to act 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 Policy Agreement, I will be subject to disciplinary action. This include, loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities, involvement of the police.

Student / Pupil Acceptable Use Agreement Form

This form relates to the student / pupil 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 systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the academy systems and devices (both in and out of school).
- I use my own devices in the academy (when allowed) e.g. mobile phones, gaming devices USB devices, cameras, audio recorders etc.

- I use my own equipment out of the academy in a way that is related to me being a member of this academy e.g. communicating with other members of the school, accessing school email, VLE, website etc.

By signing the enclosed consent form I am confirming I have read and will abide by this Acceptable Usage Policy.