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## Acceptable Use Policy for ICT (Pupils)

### St Aloysius' College

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In using ICT facilities, including the College's and their own, pupils must be aware of and comply fully with the Acceptable Use Policy as detailed below:

- In school, use ICT facilities only for school-related work and, when in class, only with the teacher's permission
- If you have any doubt about whether a contemplated activity is acceptable, consult with a relevant staff member
- Log on using only your allocated username and password and always log off a school computer when work is completed
- Ensure the security of your password
- Always behave in a sensible, mature way, respecting others at all times, be courteous and use appropriate language in all communications
- Do not use any system in a way which could cause offence to either staff or other pupils at the school
- Refrain from accessing, transmitting, copying, or creating any content that would be considered offensive or inappropriate such as pornographic, racist, violent, illegal or illicit content
- Avoid spam, chain letters or other mass unsolicited e-mails
- Respect the copyright status of any software, games, music, graphics or video you download and/or use
- Only use systems in a way which portrays the College in a positive light
- Carefully protect personal information including names, addresses, telephone numbers and photographs of myself or others
- Do not record media or take photos in school or on school activities unless you have permission from both a staff member and those whom you are recording
- Respect the school computers, peripherals, and network
- Report any breaches of rules, accidental damage, any misuse of the Internet or email or any suspected breach of network security to a member of staff
- Remember, never, under any circumstances, agree to meet someone you have met over the Internet

I understand that my school accounts are not, and cannot be, regarded as private and will be subject to monitoring. I understand that, in some cases, data will not be stored on local servers. I understand that if I am found not to be complying with this policy I could be denied access to the computer network and may face further disciplinary action depending on the nature of the offence.

Policy Owner: *James Cluckie*

Policy updated or created: *Aug 2014*

This policy will be annually reviewed by: *James Cluckie*