



Acceptable Use Policy for ICT (Pupils)

St Aloysius' College

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*