St. Joseph's Grammar School

Scoil Iósaef

Student Acceptable Use

Policy Agreement

Policy Author	Mrs A McGleenan
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Date Approved by Governors	
Proposed by	
Seconded by	
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SJS Student Acceptable Use Policy Agreement 2023-2024

Background / Rationale

The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound. The school Internet E-Safety policy (available from the website) helps to ensure safe and appropriate use of digital technologies for learning.

The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote student achievement. However, the use of these new technologies can put young people at risk within and outside the School. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet
- Sextortion
- The sharing/ distribution of personal images without an individual's consent or knowledge
- Inappropriate communication/ contact with others, including strangers
- Cyberbullying
- Access to unsuitable video/ internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Many of these risks reflect situations in the off-line world and it is essential that the school's E-Safety policy is used in conjunction with other school policies and procedures (e.g. Positive Behaviour, Safeguarding and Child Protection, Anti-Bullying Mobile Phones/Electronic Technology/Smart Technology Policy and Bring Your Own Device (BYOD)). As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision and careful monitoring of use by parents in the home that we, together, build students' skills at identifying and where possible, avoiding risks and that we build resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks.

Student Acceptable Use Policy Agreement

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications 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 access to these digital technologies.

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- The School will ensure that pupils & students will have good access to ICT 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 ICT systems and my own devices outside school in a responsible way, to ensure that there is no risk to my safety, to the safety of other users, including staff members, or to the safety and security of the ICT systems.

For my own personal safety:
- All communication with teachers and registration on Google Classrooms will be using my school email account e.g. auser123@c2kni.net
- I understand that the School will monitor my use of the ICT systems, email and other digital communications.
- I will not share my username and password, nor will I use any other person's username and password (or their account).
- I will not share passwords/access codes or meeting links with SJS students or anyone external to our school network. Non-adherence will result in a minimum 1 day suspension.
- I will be aware of "stranger danger", when I am communicating on-line.
- 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 look for any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- If I see anything that makes me feel uncomfortable or that I know to be in breach of this policy, I will **immediately report** it to the **Designated Teacher for Child Protection** Mrs A McGleenan, Vice Principal or to the **E-Safety Coordinator** Ms D Dolan.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) 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 the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, chat, instant messaging or video broadcasting (e.g. YouTube).

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission. This is known as **plagiarism.** There are serious repercussions with exam boards who discover that you have used work that is not your own. Exam boards have special scanning software that will detect plagiarised work.
- I will be polite and responsible when I communicate with others; I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions. When we type in capitals it is equivalent of shouting at someone.
- I will not make, take or distribute images of anyone without their permission.
- When participating in online video conferencing I will conform to St. Joseph's Grammar/Scoil Iósaef guidelines which will be posted at the beginning of each lesson: Failure to conform will result in a <mark>minimum 1 day suspension.</mark>
- I understand that non-adherence to this policy, including and mis-use of another person's voice-over or still/moving image could result in the most serious sanctions available to the school being applied to me.

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:

- I will only use my own personal devices (mobile phones/USB devices etc.) in school if I have permission. I understand that, if I do use my own devices in the school I will follow the rules set out in the SJS BYOD Policy, Mobile Phones/Electronic Technology/Smart Technology Policy and in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person/organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.

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- I will not download/ install or attempt to install programmes of any type on any school device, nor will I alter computer settings.

When using the internet, I recognise that:

- I need to ensure that I have permission to use the original work of others in my own work and to reference accordingly.
- Where work is protected by copyright, I will not download or make copies; (including music and videos).
- When I am using the internet to find information, I will 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.

When using personal ICT equipment and mobile devices I understand that:

- Any ICT equipment or mobile devices that I bring into school remain my responsibility. The school accepts no responsibility for the support, loss, theft or damage of such items.
- Personal mobile devices may be used only when given permission by a member of staff. They are to be used for school work during lessons or formal school time as part of approved and directed curriculum based activity. E.g. Educational Apps, Internet based research, school email communication and access to Remote Desktop Services. Mobile phones must otherwise remain switched off and in the inside blazer pocket at all times during the school day: 8.55am – 3.30pm in line with the school's Mobile Phones/Electronic Technology/Smart Technology Policy.
- When personal mobile devices are used on the school site pupils and students will connect through the school Bring Your Own Device (BYOD) wireless provisioning. This will use the school's internet connection, as opposed to costly mobile data packages. It is for the safeguarding of all involved and allows a secure connection. It is essential that you access via the monitored C2K Wi-Fi connection. The use of VPNs is strictly not permitted. In addition, the use of "hot spotting" is prohibited.
- Any mains-operated electrical equipment brought on site is subject to a Portable Appliance Test (PAT) by site maintenance staff and must not be used until approved. (Note: Most ICT equipment and mobile devices can be charged at home or by connecting them via USB to a school computer. These items therefore are not considered as mains operated).
- Personal ICT equipment and mobile devices must not be connected to a school computer system via any cable or other connection without prior approval from ICT technical support staff. The following exceptions are allowed: Charging devices via a USB cable and storage devices such as USB memory sticks.
- Any ICT equipment or mobile devices brought into school must be protected by up to date anti-virus software and will be free from viruses. Whilst every effort has been made to prevent the spread of software viruses by the school, it is advised that pupils and students perform their own checks.

- Personal ICT equipment or mobile devices will not be used for taking photos, videos or sound recordings; except for educational purposes. School equipment can be provided for taking photos, videos or sound recordings linked to an educational intention.
- All ICT equipment or mobile devices used to access school email or Remote Desktop Services must be protected with a separate pass code/password. Applications used to access school email or Remote Desktop Services will offer to save/cache a username and password. Pupils and students will avoid this caching of credentials where possible. It is their responsibility to prevent any unauthorised access to school systems by using a separate pass code/password on the device.
- When using personal mobile devices pupils and students must only communicate with students or staff using official school systems. They must not communicate via personal mobile phone numbers or personal email accounts. Official school e-mail accounts should be used for any communication of school work from personal devices. Teachers will remove from their Google Classrooms and other teaching platforms those pupils who attempt to engage by using personal email accounts.
- The school accepts no liability for use of school email or Remote Desktop Services on personal ICT equipment/mobile devices and technical support for personal devices can only be provided on an 'advice only' basis. (Note: Technicians are not able to visit homes or work on personal ICT equipment/mobile devices that are brought into school.) The school cannot guarantee external availability of email or the Remote Desktop Services.

I am responsible for my actions, both in and out of school and I understand that:

- The School also has the right to take action 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 bring the school into disrepute (examples would be cyberbullying, use of images or personal information).
- If a member of staff believes a USB stick, mobile phone, MP3 player or any form of digital storage has been used inappropriately; then they have permission to confiscate the device and hand it in to the designated teacher for child protection Mrs A McGleenan. Before returning a confiscated phone/electronic technology, the school may require a pupil/parent to open the phone to check for inappropriate content so that it can be removed.
- If I fail to comply with this **Acceptable Use Policy Agreement**, I will be subject to disciplinary action in line with the school's **Positive Behaviour Policy** and **BYOD Policy.** One or more of the following sanctions may apply:
    - o Personal ICT device would be confiscated and kept in the front office until parent/guardian picks it up.
    - o Privilege of using personal ICT devices at school would be removed.
    - o In the event of illegal activities the police will be informed.
    - o Suspension.
- Any digital communications I make or post using software hosted by St. Joseph's Grammar School/Scoil Iósaef is subject to the scrutiny of St. Joseph's Grammar

School/Scoil Iósaef as would be any other published document and is subject to the school's policies and procedures.

Please complete the Acceptable Use Policy Agreement signature form, to show that you have read, understood and agree to the rules included in the Acceptable Use Policy Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

Student/Pupil Acceptable Use Agreement Form

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 St Joseph's Grammar/Scoil Iósaef systems and devices (both in and out of school)
- I use my own devices in St Joseph's Grammar/Scoil Iósaef (when allowed) e.g. mobile phones, USB devices, cameras etc.
- I use my own equipment outside of St Joseph's Grammar/Scoil Iósaef in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website etc.

Name of Student/Pupil: ....

Group/Class: ....

Signed: ....

Date: ....

Counter signature Parent/Carer ....

Date: ....