St Bede's Catholic College

Pupil IT Acceptable Use Policy

College 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 Policy 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.
- College systems and users are protected from accidental or deliberate misuse that could put the security of the systems or pupils at risk.
- Young people have good access to digital technologies to enhance their learning.

G Suite for Education

The college uses Google's G Suite for Education for pupils and staff. The use of these services are subject to the conditions set out in this Acceptable Use Policy.

The following services are available to each pupil and hosted by Google as part of the school's online presence in G Suite for Education:

- **Mail** - an individual email account for school use managed and monitored by the college
- **Classroom** – a virtual learning environment for sharing resources
- **Drive** – a cloud based storage solution which enable document sharing and collaboration
- **Calendar** - an individual calendar providing the ability to organise schedules, daily activities, and assignments
- **Docs** – an office applications toolset that is similar to Microsoft Office
- **Sites** - an individual and collaborative website creation tool

Using these tools, pupils collaboratively create, edit and share files and websites for school related projects and communicate via email with other pupils and members of staff. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of pupil use might include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

The college believes that use of these tools significantly adds to your child's educational experience. As part of this policy your child will be issued with a G Suite for Education account.

You can find further information regarding G Suite for Education here:
https://www.google.com/intl/en_uk/edu/products/productivity-tools/

Acceptable Use Policy

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

To ensure pupil safety:
- The college will monitor pupils' use of the systems, devices and digital communications.
- Pupils must keep passwords safe and secure – they must not share them, nor will they try to use any other person's usernames and passwords. Pupils should not write down or store a password where it is possible that someone may steal it.
- Pupils must be aware of "stranger danger" when communicating on-line.
- Pupils must not disclose or share personal information about themselves or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- If a pupil has permission from a parent or carer and arranges to meet people off-line that they have communicated with on-line, they will do so in a public place and take an adult with them.
- Pupils must immediately report any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when they see it on-line.

Pupils understand that everyone has equal rights to use technology as a resource and:
- The college systems and devices are primarily intended for educational use and that pupils will not use them for personal or recreational use unless they have permission from their teacher.
- Pupils will not try (unless they have permission from their teacher) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- Pupils must not use the college systems or devices for online gaming, online gambling, or internet shopping. File sharing or video broadcasting (e.g. YouTube) must only be carried out with the direct supervision of the teacher.

Pupils must act as they expect others to act toward them:
- Pupils must 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.
- Pupils must be polite and responsible when they communicate with others. They will not use strong, aggressive or inappropriate language and must appreciate that others may have different opinions.
- Pupils must not take or distribute images of anyone without their permission.

The college has a responsibility to maintain the security and integrity of the technology it offers pupils and to ensure the smooth running of the college:

- Pupils must only use their own personal devices (e.g. USB devices and portable storage devices) in school if they have permission from their teacher.
- Only 6th form students are permitted to use their own digital devices (mobile phones, laptops and tablets) in college.
- If pupils do use their own devices in the college, they must follow the rules set out in this policy, in the same way as if they were using school equipment and they accept that the college will not accept responsibility for damage or loss of any such equipment.
- Pupils must not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will they try to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.
- Pupils must immediately report any damage or faults involving equipment or software, however this may have happened.
- Pupils must not open any hyperlinks in emails or any attachments to emails, unless they know and trust the person / organisation who sent the email, or if they have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- Pupils must not install or attempt to install or store programmes of any type on any school device, nor will they try to alter computer settings.
- Only 6th Form students are permitted to use social media sites at college, but not during lesson times.
- Pupils must not use social networking sites, such as Twitter or Facebook, either at college or elsewhere, to make public comments about St. Bede's Catholic College or Areté Sixth Form, staff or students, which are defamatory, liable to cause offense or bring the college or Sixth Form into disrepute.

When using the internet for research or recreation:

- Pupils should ensure that they have permission to use the original work of others in their own work
- Where work is protected by copyright, pupils will not try to download copies (including music and videos)
- When pupils use the internet to find information, they should take care to check that the information that they access is accurate, and understand that the work of others may not be truthful and may be a deliberate attempt to mislead them.

Pupils are responsible for their actions, both in and out of school:

- The college also has the right to take action against pupils if they are involved in incidents of inappropriate behaviour, that are covered in this policy, when they are out of school and where they involve their membership of the school community (examples would be cyber-bullying, use of images or personal information).

- If pupils fail to comply with this Acceptable Use Policy, they will be subject to disciplinary action. This may 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.

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