



Saint Paul's Catholic High School

Saint Paul's Catholic High School ICT Acceptable Use Policy

The School has provided computers for use by students. They offer access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all students, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Students are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

REMEMBER- All computer activity is monitored for misuse AND your protection

Equipment

- Do not install, attempt to install or store programs of any type on the computers without permission.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Do not use the computers for commercial purposes, e.g. buying or selling goods.
- Do not open files brought in on removable media (such as floppy disks, CDs, flash drives etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not connect mobile equipment to the network (e.g. laptops, tablet PCs, Phones, PDAs etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not eat or drink near computer equipment.

Security and Privacy

- Do not disclose your password to others, or use passwords intended for the use of others.
- Never tell anyone you meet on the Internet your home address, your telephone number, your school's name, or send them your picture, unless you are given permission to do so.
- Do not use the computers in a way that harasses, harms, offends or insults others.
- Respect, and do not attempt to bypass, security in place on the computers or attempt to alter the settings they are there to protect yourselves as well as maintain the operability of the computers.

Internet

- Do not access the Internet unless for study or for school authorised/supervised activities.
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- Do not engage in 'chat' activities over the Internet. This includes social networking sites such as Facebook ©. Never arrange to meet anyone unless your parent/guardian or teacher goes with you. People you contact online are not always who they seem.

Saint Paul's Catholic High School. Firbank Road, Newall Green, Manchester M23 2YS.

Telephone: 0161 499 0000 Email: admin@st-paulshigh.net Website: www.st-paulshigh.net Twitter: @StPaulsRCHigh
Mr A.Hren, Headteacher.



Journeying together with Jesus Christ, we learn to love and love to learn.





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Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed,
- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which would destroy all the information and software on your computer.
- The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of staff.
- Only use your school email address (if issued) when using school PCs. Use of hotmail, yahoo mail, etc. Is forbidden.

Please read this document carefully. If any student violates these provisions, access to the Internet will be denied and the student may be subject to disciplinary action. If you for any reason think someone has accessed your area inform the ICT staff or your class teacher immediately.

Additional action may be taken by the school in line with existing policy regarding school behaviour. For serious violations, suspension or exclusion may be imposed. Where appropriate, police may be involved or other legal action taken.

I have read and understand the above and agree to use the school computer facilities within these guidelines.

Student Name (print clearly): _____

Signed: _____ (Student) Date: _____

I have read and understand the above.

Signed: _____ (Parent/Carer) Date: _____

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