



ST. CATHERINE'S
COLLEGE
A CHURCH OF ENGLAND ACADEMY

ICT Usage Guidance for Students

Date Approved: 2018

Date to be Reviewed: 2019

This policy is due to be reviewed and updated at the Governors meeting on 01 July 2019



COMPUTER ACCEPTABLE USAGE GUIDANCE FOR STUDENTS

The College's network is for use by students, to help them with their learning and education.

The guidance is to make sure that the equipment is used safely and wisely so that all students can continue to use it.

Please read these guidelines carefully. If you are struggling to understand any of it please ask your parents or a member of staff in College to explain it to you BEFORE YOU SIGN IT.

These are the rules you should follow-

Equipment

- Do not install any programmes
- Do not damage any equipment
- Only use school computers for College work
- If you bring in a laptop or other device it must be checked by the IT team
- I will only use my own equipment if I have permission from a teacher. If I do use my own equipment I will follow the same rules that apply to school equipment
- I will report any damage or faults to the teacher straight away

Password and Privacy

- Keep your password private: never use someone else's log in or allow someone to use yours
- Make your password hard to find by using a mix of upper case (CAPITALS), lower case (small letters), numbers and possibly even symbols.
- Do not give out your home address, telephone number, College name or photographs to people that you meet on the internet. This will help to protect you
- Do not do anything that will hurt or upset other IT users. This is bullying.
- I will not take or share images of anyone without their permission
- Never change College security settings
- The College will monitor what you are doing on the college IT system and may also ask to see your personal devices. Any websites, emails, social media, criminal or suspicious use of the IT system will be monitored.

Internet

- The College internet and system is for College work only.
- Never send, download, print or display materials which could be considered to be offensive or unkind.
- I will not access illegal or unsuitable material
- I will not try to bypass the College filtering/security
- Respect the work and ownership rights of people outside of College, including students and staff. This includes following copyright laws.

Social Media

- Please make sure that your privacy settings are set to 'Friends only.'
- Do not make unkind comments about staff, students or the College. Doing this may be seen as bullying or harassment.
- I will not interfere with anyone else's work and will not copy, change or remove without their permission.
- Always log out so that your account cannot be hacked.
- Think carefully who you accept as a friend. Remember not everyone is who they say they are. Only accept people you know and your parents are happy you being friends with.

- If you are unhappy or worried about messages you have received please tell your parents and let us know here at College by completing a yellow form or speaking to a teacher.
- If I am asked to meet someone that I have met online I will always talk to my parents/carers first.

Email

- The use of strong or rude language, swearing or aggressive behaviour will not be accepted.
- Only open attachments to emails if they come from someone you know and trust. Attachments can contain malicious software.
- If you receive an email that is violent, racist, dangerous or has inappropriate information, always report it to your teacher. The sending or receiving of this type of information is not acceptable.

I understand that I am responsible for my actions both in and out of College-

I understand that if I do not follow this guidance the College has a right to take action against me which could include detentions, isolation, contact with parents and informing the Police.

If you have any worries or need help please contact Student Services who will try to help you.

To be able to use the College system you and your parents need to read and sign these guidelines.

Please return to IT Support Office

**ICT USAGE GUIDANCE
(Student)**

I have read St Catherine’s College’s ICT Usage Policy and agree that my *son/daughter will follow the rules within the document. I have discussed the document with my *son/daughter, who has also signed this contract, which indicates that *he/she is aware of the rules that apply when using ICT equipment.

Signature: (Parent/Carer) Date:

Name of Student: Tutor Group:

Student Signature: Date:

*Please delete as applicable