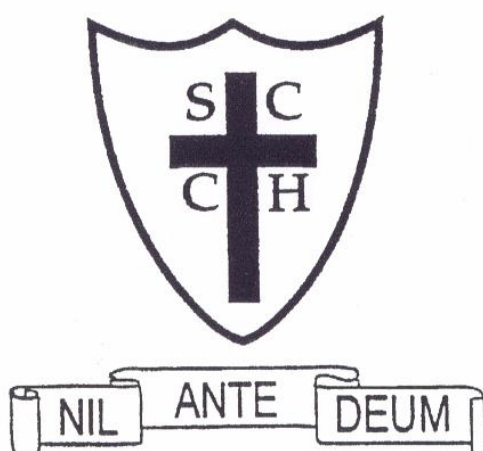


ST CATHERINE'S CATHOLIC HIGH SCHOOL



STUDENT ACCEPTABLE USE POLICY

(To be read in conjunction with
E-Safety Policy)

Last Reviewed: January 2012

Review Date: September 2013

St Catherine's Catholic High School in partnership with the whole school community aims to provide an education which reflects the life, values and teachings of Jesus Christ, within the moral, spiritual and doctrinal tradition of the Catholic Church.

In line with the mission statement the Students Acceptable Use Policy of the school will endeavour to:

- Give the whole school community the opportunity to develop their potential spiritually, academically and socially.
- Ensure provision of equal opportunity by developing a curriculum which caters for the needs of all members of the school community.
- Offer a curriculum based on effective teaching which is equally concerned with Christian values as it is with knowledge and skills.
- Encourage all members of the school community to respect and value themselves and others.
- Encourage relationships which, at all levels of the school community are based on respect, love and forgiveness.
- Work to develop a sense of responsibility for and awareness of the needs of others through all members of the school community.
- Create a safe, caring, challenging and enjoyable environment where Students will be helped towards readiness for the opportunities and responsibilities of adult life.

Introduction

All students should learn and be taught throughout their school lives how to act in a Christian Manner whilst using the school computers, as reflected in the schools Mission Statement and Basic Rules. It is a privilege to be a Student at St Catherine's Catholic High School, and involves a high level of responsibility and a sense of caring for others. When accessing the computers within school we expect:

- The individual user to act responsibly. This includes ensuring your password remains secret and not allowing any other person access to your user area.
- Respect the property. This includes both hardware and software.

The school at anytime can examine or delete any files held on its system. SLT and ICT can monitor student areas and delete/restrict access where it feels appropriate.

Aims:

The aims of this policy are:

1. To enable governors to accept responsibility in ensuring that computer systems and the internet within school are used in a respectful manner by all students and that any occasion where there is cause for concern allow this to be treated seriously.
2. To allow all students to access and use ICT facilities including the internet for educational purposes.
3. To clarify to students expectations when using the school computer systems and the internet.
4. To encourage an environment that recognises the advantages of using computers and the internet in a learning environment that allows students to flourish.

5. To give students the right to be safe and happy in school using the computer system, and to be protected when feeling vulnerable.
6. To give staff (teaching and non teaching), parents/carers and Students positive advice and guidance.

The following are NOT permitted when using the school computer system:

- Sending/displaying offensive messages, images or sounds.
- Using obscene language in any spoken or written form.
- Harassing, insulting or attacking others both physically, verbally or written (eg use of email).
- Damaging computer hardware.
- Damaging computer software (eg knowingly bringing in a virus on the school system).
- Violating copyright law.
- Sharing passwords to allow access on to the school computer system.
- Using another student's user area/internet/email.
- Intentionally deleting/amending/moving other students files.
- Intentionally wasting resources.
- Knowingly accessing material considered unsuitable including music, games etc.
- Use of mobile phones in any form on school premises (taking photographs, recording, calls, text etc). Exceptions apply to the Sixth Form under agreed circumstances
- Use of a proxy to access other internet sites.
- Bringing into school material considered unsuitable and/or introducing it on the school system including music, games etc.
- Theft of equipment.
- Playing any computer games.
- Downloading unsuitable files onto the school system such as software, games, music.
- Taking part in internet chat rooms/social networking sites.

Sanctions

The misuse of school's computer systems will result in necessary sanctions being taken by St Catherine's School. These can include any of the following:

1. *AN INTERNET BAN. Temporary or permanent on the use of Internet facilities within school.*
2. *AN ACCESS BAN. Temporary or permanent on the use of the computer facilities within school.*
3. *A LETTER. Informing parents/carers of the nature of the breach of rules.*
4. *ALTERNATIVE ACTION. As seen necessary by the Head and Governors of the school.*

In some cases the school may contact outside authorities such as the Police to investigate certain incidents.

Students

If you witness or are aware of any misuse of the school computer system, then please:

- Tell a teacher, form tutor, year head, counsellor or ICT Technician. Alternatively you can fill in the computer misuse form. Just click the computer misuse button on the VLE.
- Talk to your parents/carers.
- Talk to your friends.

Procedures

Any breach of the Acceptable Use Policy needs to be reported to the e-safety co-ordinator. This can be done through using the Misuse Proforma or using the Misuse Button on the VLE.

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Acceptable Use Policy

Student's Name: Form:

I have read the Student Acceptable Use Policy (in conjunction with the e-safety Policy) and agree to my child adhering to these policies.

Signed: Parent/Carer Date:

Signed: (Head) Mrs P Sheard Signed: (Chair of Governors) Mr T Miskell

Date ratified by Governing Body: January 2012

Date to be reviewed: September 2013