



ICT, Internet and Email Acceptable Use Policy

The School is keen to encourage students to use their own mobile devices in lessons for educational purposes as a result of parents and students signing the simplified AUP document. In addition limited personal use in social time is also acceptable - before school begins, breaks, lunchtime and at end of day. Please ensure that you read this document carefully as it outlines clearly what is expected of students. Also it is expected that parents will support the School in ensuring that all aspects of the policy work in full. For more details please contact the School for further clarification.

1. These rules apply to all equipment

I know that these rules will apply to me at all times when I am using DEC provided ICT equipment in School or at home, or my own ICT equipment within School.

2. Take care when using equipment

I will take care when using all ICT equipment. If anything gets broken I will report it straight away.

3. Ask before using your own ICT equipment

I will not use my own ICT equipment in class without being given permission by my teacher. This permission will only be given if my parents and I have signed the acceptable use policy and the use of my device will help my learning at that particular time.

4. Keep passwords safe

I will always log on using my own user-name and password. I will keep these secret. If I think that somebody else knows my login details then I will report it straight away.

5. Nothing is secret

I realise that my use of both my own and DEC provided ICT equipment will be monitored and that everything I do may be recorded whilst used on a Department network. I agree that I have no right to privacy and I agree to being monitored and recorded at all times. I realise that the results of this monitoring may be shared with other people if I break any of the rules or if my actions are unlawful.

6. Keep personal information safe

I will not disclose any of my personal details to other people, or display any personal details on websites. (Personal details include telephone numbers, addresses and all types of personal financial information.) I agree that I will never pass on the personal details of another person without that person's permission.

7. Photographs and video

I will not take, or publish, photographs or film of students, staff, parents or visitors to School without their written permission.

8. Understanding copyright

If I am downloading music, video or images, I will check with staff that it is legal and copyright free.

I understand that music and video files are often put on the Internet illegally and that by using those files I will be breaking the law. I will not distribute works protected by intellectual property rights and will respect the rights, privacy and property of others.

9. Educational uses only

My use of ICT equipment will only be for educational uses, although limited personal use is permitted provided that this is not done during normal working time and does not break any of the other rules in this document.

10. No hacking

I will not try to access any websites, services, files or other resources that are blocked or which I am not allowed to try to access.

11. Unacceptable or inappropriate material

I agree that I will not try to access material that is unacceptable or inappropriate for viewing. If I accidentally see any unacceptable or inappropriate material then I will immediately close (but not delete, in the case of emails) the material and tell a member of staff. I know I will not be held responsible if I view unacceptable or inappropriate material by accident and I realise that by reporting this I will help to improve the e-safety of my School. If I am in any doubt about the suitability of any material, or if any doubts are raised, then I will not access the material again.

12. Be polite.

Proper conduct and courtesy must be maintained at all times while using ICT as in any other form of communication. I agree that I will not harass, intimidate, bully, insult or attack others via email or any other means. The use of strong language, swearing or aggressive behaviour is not acceptable. I will be polite at all times.

13. Friends on Social Networking Sites

I will not use social networking sites in School. Students and School staff, excepting family members (at your own risk), should not be friends on social networking websites.

14. Commercial activities

I will not take part in any commercial activities for personal financial gain, political purposes or advertising.

15. Disrepute

I will not bring the School/workplace in to disrepute or risk of litigation.

I realise that any contravention of the rules set out in this document may result in a disciplinary procedure. My activities may also be reported to other people. Finally, should any of my activities cause upset to others I will be answerable to the School's sanctions policy.

16. Sanctions for inappropriate use

The School reserves the right to impose sanctions for inappropriate use of mobile devices upto and including banning an individual who persistently breaks the AUP from having their device in School.

17. The School is not responsible for the loss or damage of personal equipment.

Student and Parental Agreement

We agree to abide by the St. Ninian's High School Information and Communication Technology Internet and E-mail acceptable use policy.

Please note that failure to sign and return the completed simplified form will result in students being unable to use their own mobile devices in School. They will only be able to use DEC ICT facilities in formal lessons under very close supervision.