

# Sacred Heart School

## Responsible Computer Use

I understand that use of the Internet and electronic communication is granted to me as a privilege, in return for my acceptance of the agreement. Any misuse on my part may result in loss of that privilege and other sanctions being taken. This also applies to any activity undertaken outside school which contravenes the acceptable use rules of the school.

- ❖ Irresponsible use may result in the loss of ICT privileges
- ❖ Computer access must be made only by using your own logon details, which must not be given to any other person
- ❖ School computer and internet use must be appropriate to the student's education as a student at Sacred Heart School
- ❖ Copyright and intellectual property rights must be respected
- ❖ Email should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers. **You may only use email during lessons when the teacher allows it.** Anonymous messages and chain messages are not permitted
- ❖ Personal contact information (e.g. telephone numbers and addresses) must not be typed into web pages or email or passed to third parties
- ❖ The use of chat rooms, social networks and instant messaging services are not allowed. **However, Boarders may be allowed access by obtaining written permission from the Headteacher.**
- ❖ Students are not allowed to download any programs or games from the internet or bring them into school. Students are not allowed to access or use any on-line games or similar sites that have not been authorized by the ICT Department.
- ❖ The school ICT systems including printers may not be used for personal purposes
- ❖ The ICT system and system security must be respected, wilful damage to systems will be deemed malicious.
- ❖ While many students have mobile phones they must be handed into the Office for the duration of the school day.
- ❖ The recording and use of digital images, except where authorised by a teachers, is forbidden at all times. Any school photographs may not be published to any website or service by students
- ❖ Music players/sites may only be used in lessons when the teacher allows it.
- ❖ Use of mobile phone or unauthorised music players will result in confiscation. A letter will be sent home and parents/carers invited to collect the item.
- ❖ Personal Laptops may be used by Years 10 and 11 and the responsible use policy will apply when on the school premises. Sacred Heart School does not take any responsibility for the care and maintenance of this equipment. Access to the school network is at the discretion of the ICT department and the Headteacher.
  
- ❖ **The school will exercise its right to proactively monitor the use of the school's computer systems, including access to web-sites, the interception of email and the deletion or filtering of items considered by the school to be inappropriate.**
  
- ❖ **Failure to comply with these rules will result in the withdrawal of access to computers for whatever period of time is deemed appropriate. Parents/carers will be invited into school to discuss access and appropriate sanctions if any student persists in breaking these rules. The police may be called if the conduct of a user is deemed to break the law.**

## ICT Department Acceptable Use Contract

**(This contract must be signed and returned to school before access is granted to the Sacred Heart School network)**

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Full name (Pupil).....

Signed (Pupil)..... Date.....

Signed Parent/carer)..... Date.....