

The Bosco Centre	
Policy:	Student Acceptable Use Policy ICT
Applies to:	College and Independent School
Reviewed:	November 2018
Next Review:	November 2019

This policy should be read alongside the Bosco Centre College's E-Safety policy.

Policy's aim

Is intended to ensure that young people will be responsible users and stay safe while using the internet and other digital technologies for educational and personal use. As well as to ensure that school systems and users are protected from accidents or deliberate misuse, which could put the security of the systems and users at risk.

The college will try to ensure that all students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy agreement

I understand that I must use the College's ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the College will monitor the use of my systems, devices and digital communications
- I will keep my username and passwords safe and secure. I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it
- When I am communicating online, I will be aware of online grooming
- I will not disclose or share personal information about myself or others when online (this includes names, addresses, e-mail addresses, telephone numbers, age, gender, educational details, financial details, etc.)
- If I arrange to meet people offline that I have communicated with online, I will do so in a public place and take an adult with me
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online

To understand that everyone has equal rights to use technology as a resource and:

- I understand that the College systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use, unless I have permission
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not use the College's systems or devices for online gaming, online gambling, internet shopping or video broadcasting (YouTube) – unless I have permission of a member of staff to do so

I will act as I expect others to act towards me:

- I will respect others work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission
- I will be polite and responsible when I communicate with others; I will not use strong, aggressive, or inappropriate language and I appreciate that others may have different opinions
- I will not take or distribute images of anyone without their permission

I recognise that the Bosco Centre College has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the college:

- I will only use my own personal devices (mobile phones/USB devices, etc.) in College if I have permission (CC E-Safety Policy). I understand that if I do use my own devices in the College, I will follow the rules set out in this agreement in the same way as if I was using College equipment
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials
- I will immediately report any damage or faults involving equipment or software, however this may have happened
- I will not open any hyperlinks in e-mails, or any attachments to e-mails, unless I know and trust the person/organisation who sent the e-mail. If I have any concerns about the validity of the e-mail (due to risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any College device, neither will I try to alter any computer settings
- I will only use social media sites with the permission and at the times that are allowed (CC E-Safety Policy)

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me

I understand that I am responsible for my actions, both in and out of the Bosco Centre College

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- I understand that the Bosco Centre College also has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement, when I am out of College and where they involve my membership of the school community (e.g. cyber bullying, use of images or personal information)
- I understand that if I fail to comply with this acceptable use policy agreement, I will be subject to a disciplinary action. This may include loss of access to the College's network/internet, may lead to suspension and the loss of the Bosco Financial Support. Failure to comply with the Acceptable Use Policy, you also recognise that we will contact your Parents/Carers and in the event of illegal activities, involvement of the police.