Acceptable Use Agreement
Secondary School Students

ST CLARE
Catholic Multi Academy Trust

All Saints
Catholic High School

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Mission Statement

We are a Catholic community whose mission is to fully prepare our students for the wider world and to send them into it equipped for life and for the service of others. We come together from diverse backgrounds, united by Christ, by the highest aspirations and by a thirst for excellence to instil in our students a respect for themselves, for others and for their environment. We take our inspiration from Jesus' commandment to "love one another".

Adopted by St Clare Trust Board;   June 2022

Next review by St Clare Trust Board;   June 2023

Reviewed by Local Academy Committee;   28 September 2022

St Clare Catholic Multi Academy Trust Acceptable Use Agreement for Secondary Aged Students

This Acceptable Use Agreement is intended to ensure that students use school information systems in a safe way and that these are kept operational for the benefit of the school community.

By accessing any school IT systems, either on a school device or one that you own, you agree to the following:

Acceptable Use Policy Agreement

- You will use school systems in a responsible way, to ensure that there is no risk to your safety or to the safety and security of the systems and other users.
- You are reminded that behaviour whilst using school systems should be no different from any other time at school and normal behaviour policies apply to all aspects of school digital life.
- Usage of school systems is monitored and logged. Your activity and data may be viewed by a member of staff at any time.

Security
- You must keep your username and password safe and secure – do not share it, or attempt to use any other person's username and password. If you think someone else knows your password you should change it as soon as possible.
- Do not disclose or share personal information about yourself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- Please report any unpleasant or inappropriate material or messages that makes you feel uncomfortable when using the school systems.

- Any attempt to run unauthorised software, defeat any security systems, introduce viruses intentionally or otherwise attempt to cause damage of any sort, will result in your account being suspended and normal school disciplinary procedures will apply.

The Internet

- All usage of the internet is monitored and filtered to provide as much safety as possible to all and your internet history may be reviewed.
- You must not attempt to use the internet for any purpose not consistent with our values as a school or attempt to circumvent the filtering that is in place. Any attempt to do so is seen as a serious breach of school discipline and will be treated accordingly.

Email

- All email is filtered and logged. Messages may be reviewed by staff.
- Please be aware that malicious email may get through the filter. If you see a message you are unsure of do not open it and seek IT advice. Do not click on any links that you are unsure of and if in doubt please ask.

Using your own device

The School recognises that personal communication through mobile technologies is an accepted part of everyday life for students, staff and parents/carers, but technologies need to be used safely and appropriately within school. See Appendix 1 for use of personal devices in school.

At All Saints we currently do not have a bring your own device to school scheme. We accommodate off network use of mobile phones, tablets, and laptops for sixth form students for personal use in the designated places in school. Personal devices are used at the owner's risk.

- You must only use your device during lessons with the teacher's permission and only in the manner directed.
- You must not take photos or make recordings of other people without their knowledge and consent, and in lessons without the knowledge and consent of the teacher. Please be aware, if you share any photos or videos of any member of the school community (electronically or otherwise), you are legally responsible for any consequence of your actions.

Please complete the following to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

Student Acceptable Use Agreement Form

This form relates to the Student Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to school eg communicating with other members of the school community, accessing school email, website, etc.

Name of Student: _____

Group / Class: _____

Signed by Student: _____

Date: _____

Signed by Parent/Carer: _____

Name of Parent/Carer: _____

Appendix 1

	Students in Key Stage 3, 4 and 5
Personal mobile phones brought into school	Students allowed
Mobile phones used in lessons	Students not allowed
Mobile phones used outside of lessons	Students in KS3 &4 not allowed Students in KS5 allowed discrete use
Recording of digital media on personal equipment	Students not allowed except Key stage 5 to record their own work under strict staff supervision
Recording of digital media on school devices	Students allowed
Storage of school related digital media on personal devices	Students not allowed
Storage of school related digital media on school devices such as network drives	Students allowed
Copying or transfer of digital media out of school (exceptions include key pieces of assessed work)	Students not allowed
Use of hand-held devices such as PDAs, MP3 players or personal gaming consoles	Students allowed at certain times
Use of personal email addresses in school	Students not allowed
Use of school email address for personal correspondence	Students not allowed
Use of online chat rooms	Students not allowed
Use of instant messaging services	Students not allowed
Use of blogs, Wikis and podcasts **Use of Social networking sites**	Students allowed at certain times Students not allowed
Use of video conferencing or other online video meetings	Students allowed at certain times (under high control)
Any other technologies that the school wishes to consider	Students allowed at certain times (under high control)