SAINT JOHN HENRY
NEWMAN
CATHOLIC
COLLEGE

2023
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2024
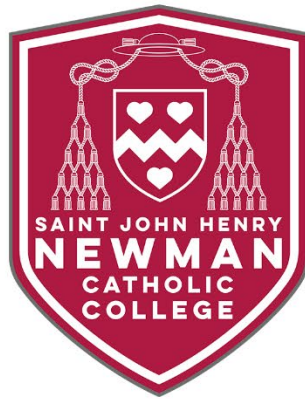
Policy adopted: March 2021

Last review date: June 2023

Next review date: June 2024

Signed by: Mr J. Cassin.

ICT ACCEPTABLE USE POLICY

Saint John Henry
Newman Catholic College

LOVE ONE ANOTHER

FAITH IN OUR COMMUNITY

COURAGE TO DO THE RIGHT THING

VOCATION TO MAKE A POSITIVE CONTRIBUTION

SERVICE TO LOVE YOUR NEIGHBOUR AS YOURSELF

DIGNITY TO TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED

EXCELLENCE

"We strive to have the courage to celebrate
and live our Christian Faith,
in love and service to all others,
to achieve dignity and excellence"

We monitor the impact of all policies on students, staff, parent and governors with particular reference to the impact on the attainment and wellbeing of students.

As a Roman Catholic College we believe that our policy should reflect our mission statement, which calls us to love and honour the dignity of every individual.

Contents

Aims

The purpose of this policy is to ensure that students benefit fully from the learning opportunities offered by the college's ICT network in a secure, safe, and effective manner. Students' access to the network and resources are dependent upon their ability to comply with the expectations described in this policy and therefore students and their parents and carers are asked to read it carefully.

General Expectations

Students are accountable for all actions which take place under their username and must always act respectfully and responsibly.

Students are expected to:

- set passwords that are complex in nature including capital and lowercase letters, symbols, and numbers
- inform a member of staff immediately if they believe that the security of their account has been compromised
- inform a member of staff if equipment is not functioning appropriately

Students must not:

- share their log in details and password with others
- consume food or drink in any ICT classrooms, or near any item of ICT equipment
- interfere with, damage, change or adapt any college ICT equipment
- upload or download software that has not been approved by the college
- use their own technology in college without prior permission. This includes, but is not limited to, mobile phones, MP3 players/iPods, and digital cameras.

Students are permitted to use memory sticks but are strongly encouraged to make use of the online storage provided through Office365.

Safe Internet Use

The internet is an invaluable commodity that supports students' learning, progress, and communication with their teachers. Access is given to students on the strict understanding that they behave responsibly at all times.

Students must not:

- upload or send personal information including addresses, telephone numbers or photographs of anyone (including staff or students) at the college
- intentionally visit sites that attempt to bypass the college safeguarding filtering and security systems, including Virtual Private Networks (VPNs)
- download, use, or upload any material which is copyright without the permission of the owner
- copy information into assignments and fail to acknowledge the source
- use the names and/or photographs of other students without informing their parents or carers of such use
- use the internet, including messaging systems or chat rooms, either in college or through private access, to make defamatory or insulting comments or images about staff working at the college. Such action will lead to investigation and potentially serious consequences.
- view, upload or download any material which is likely to be unsuitable for children. This applies to any material of a violent, dangerous, or inappropriate context including images of a sexual nature. If students are unsure, they need to ask their teacher.

If students accidentally access inappropriate material, they should inform their teacher immediately.

E-mail

Students are expected to:

- only use an approved email account (through the college's Office365 provision) to communicate from and within the college

Students must not:

- send or receive any material which is illegal, obscene, defamatory or that is intended to annoy, harass, bully, or intimidate another person
- reveal their own or other people's personal details, such as addresses, telephone numbers or pictures
- arrange a face-to-face meeting with someone they know only through emails or the internet

Online Forums

Students have access to chat rooms, discussion forums, messaging systems and other electronic forums that have been approved by the college for educational purposes. Usernames are used to avoid disclosure of identity.

Students must not:

- engage in face-to-face meetings with someone organised via internet chat rooms

Remote Learning & Microsoft Teams

Although all remaining Covid restrictions have been lifted as of 24.02.2022, circumstances that require learning to transfer to an online platform may occur on occasion (for example during an enforced school closure). The college primarily uses Microsoft Teams to provide remote home-learning for students.

Students must log in to Microsoft Teams with their college email address and password provided. College staff may also communicate with students via their college email addresses, and therefore students should check their emails regularly.

High standards of behaviour whilst working remotely are expected just as they are within college and classrooms.

Both Microsoft Teams and the college email system are monitored and maintained internally, however the college cannot monitor other computer usage while students are working at home. It is the responsibility of parents and carers to ensure that their child, or children are using the internet responsibly and safely. Students are strongly advised never to share their log-on name or password with anybody other than their trusted adults within their home environment.

Students must not:

- disclose private information including their date of birth, home address or contact details
- distribute images of themselves or others via Microsoft Teams
- use inappropriate words and or actions when participating in calls and chats

Microsoft Teams in a 'Live' format

'Live' lessons will always be initiated by a staff member who will create a calendared 'meeting' with students prior to the start of the lesson. Students are expected to log onto Microsoft Teams around five minutes prior to this time to be ready to join the lesson promptly.

Staff will inform all students when the interaction has finished, and all students must leave the lesson.

Student behaviour when participating within a 'Live' interaction must mirror normal classroom behaviour.

Students are expected to:

- respect all participants by allowing others to share their viewpoint in a safe environment
- respond to questions or tasks from staff members in an appropriate way
- attempt all tasks in a positive manner
- engage with enthusiasm when collaborating virtually with class members

Remote Interactions using Microsoft Teams

For Microsoft Teams to be used effectively and safely the following guidelines must be followed.

Students must not:

- use Microsoft Teams to call, chat or set up groups between each other or with any staff and parents
- attempt to start or record a meeting
- share any resources, recorded videos, PowerPoints, assemblies, or other materials uploaded by staff or other students within or outside of college accounts

Students are expected to:

- think carefully about what they say, type or post when using Microsoft Teams (including the use of emoji's and images) and only choose acceptable language
- hang up at the end of the interaction or when instructed to do so

Monitoring

The college uses specialist software to monitor students' use of all ICT devices and software.

This includes, but is not limited to, the internet, memory sticks, laptops, and computers. This also includes students' personal storage spaces if they are accessed from within college. The software records screenshots and videos of student's usage.

Breaches of Policy

The college reserves the right to withdraw access to ICT resources and apply appropriate sanctions in the event of a breach of the expectations described above. Sanctions may include written warnings, withdrawal of access privileges, detentions and in extreme cases, internal exclusion. The college also reserves the right to report any illegal activities to the appropriate authorities.

Name of policy:	ICT Acceptable Use Policy
Statutory/ Non Statutory status:	Non Statutory
Original or Adopted from:	Newman College
Policy Owner/ Responsibilites:	Miss H Scott (Deputy Headteacher)
Approver(s) and Governors panel if applicable:	Behaviour, Safety & Wellbeing
Original Policy date:	March 2021
Review timeline:	Annually
Version/Date:	V3 June 2023