

St Bede's Catholic High School

Student Acceptable Internet Use Statement



Last Review: March 2023

Next Review: March 2024

St Bede's Catholic High School

Internet and Email: Acceptable Usage Statement

St Bede's has installed computers and internet access to help Teaching and Learning. These rules will keep everyone safe and help us be fair to others

- I will ask permission from a member of staff before using the internet.
- I will only access the system with my own login and password, which I will keep secret **and not share with others**.
- USB sticks, CDs and DVDs must not be used in school unless permission is having been given.
- I will not access or attempt to access other people's files.
- I will only use the school computers for schoolwork and homework.
- I will only email in lesson time when given permission to do so and only email people I know, or my teacher has approved.
- I will not access any personal email accounts in school.
- I will not use social media websites or online chat rooms in school unless I have been given permission.
- Messages and emails I send will be polite and responsible.
- I will not respond to silly and offensive messages, and I will report these to a staff member.
- I will always be myself online and not pretend to be anyone else
- I will not give out any personal details such as home address, telephone number, school name, bank details or arrange to meet someone.
- I will not use lesson time to play games unless this forms part of the lesson **with permission from the teacher**.
- I will report any unpleasant material or messages sent to me to a member of staff.
- I will respect copyright laws and will not download or copy materials without permission
- I understand that the school may check my school emails and files and may monitor internet sites I visit whilst using school equipment or on the school internet.
- I will not try to login to the school network on a personal portable device, i.e., smartphone or laptop without the permission of the network manager.
- I understand what I post online reflects on me and the school and I should always try and project a positive image.
- I will use the computer networks in a responsible way to observe all the guidelines explained to me at school.
- I will not download any photographs/images of staff or students at St Bede's unless this forms part of the lesson and permission form the class teacher has been given
- Use of School IT for personal financial gain, gambling, political purposes, or advertising is forbidden.
- Copyright and intellectual property rights must be respected

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of websites, the interception of E-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place.