St. Joseph's Catholic College

IT Acceptable use Policy for Students 2018

Monitoring

By	Review period	Method
Governing board	Bi-Annual	Meeting

Ownership: Mark Fleet, Senior Operations Manager

Revision History

Review	Changes	Next review date
February 2018	Complete re-write to refresh and align to template. Update due to change in government guidance.	Feb 2019

1.0 Introduction

This policy sets out the requirements with which you must comply when using the College's email and internet services including the use of mobile technology on College premises or otherwise whilst a student at the College (including 3G / 4G technologies) whether on a College or personal device. It is appreciated that the technology we use can be of enormous benefit and help students prepare for life in the modern world but care must be taken when using technology.
Failure to comply with the standards described in this policy may mean that sanctions are imposed as described in the College behaviour policy.

2.0 Property

All property belonging to the College must be treated with reasonable care and respect. This includes all technological equipment. The parents or Carers of Students who have wilfully damaged the equipment will be asked to cover the costs of repair to this property.

3.0 Viruses and downloads:
Students must not download any programmes or data without permission from a member of staff. The College security system must be respected and no attempt made to bypass the system or settings.

4.0 E Mail accounts and passwords
All students will be provided with an e mail account. This is for educational use. Students must not open suspicious e mails or those from an unknown sender due to the risk of viruses or other harmful data. Passwords must not be shared with others and students must not use others passwords. Passwords must be a mixture of upper case, lower case, number and special characters and must be changed regularly.

5.0 Monitoring
All e mails and use of technology is monitored. If activity is discovered which is harmful or may damage the College's reputation this will be dealt with in conjunction with the Behaviour policy. Students must not send any messages which may be viewed as being inappropriate, unlawful, or cause any distress to others. Users must not use the internet to obtain, download, send, print, display or otherwise transmit any materials which are unsuitable. This includes extremist, pornographic, terrorist, material harmful to others or any other material deemed to be unsuitable by the Pastoral or Senior leadership team.
The use of the IT system is for education purposes only. Students must not use their personal devices during the College day. If students do use their personal devices they will be subject to the behaviour policy.

Users should be aware of and comply with any copyright laws and so not copy the work of others.
The College may delete or alter any files held on the College system.

The College keeps records of browsing history for 3 calender months.

6.0 Security

The security of the IT systems is everyone's responsibility. You should lock your workstation if you leave it and if you see anyone behaving inappropriately on the system you should report this to your tutor or Pastoral student manager. Any faults with the system must be reported to the IT team immediately.
Students should not apply any personal external devices such as memory sticks, MP3 or MP4 players. Students must not use chat or social networking sites on College equipment.

7.0 Legal Proceedings
IT activity records including e mails can be disclosable in legal cases. It is possible that even if records are deleted a copy may be found from back up facilties.

8.0 Legislation
All activities are subject to various pieces of legislation. This includes the Data protection act 1998, General data protection regulations, (GDPR), Malicious communication act 1998, various legislation covering copyright and Computer Miseuse Act 1990. College records may be requested as part of investigations.

Other Policies which are linked to this policy include

Behaviour Policy
Charging and Remissions policy
Information security policy
Data protection Policy

If you have any queries about this policy, in the first instance speak to your tutor.