

# ***ST. PATRICK'S HIGH SCHOOL***



## ***ACCEPTABLE USE OF ICT POLICY SUMMARY***

***KEADY***





# ACCEPTABLE USE POLICY AGREEMENT



I UNDERSTAND THAT I MUST USE SCHOOL 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 SCHOOL WILL MONITOR MY USE OF THE SYSTEMS, DEVICES AND DIGITAL COMMUNICATIONS.
- I WILL KEEP MY USERNAME AND PASSWORD SAFE AND SECURE -- I WILL NOT SHARE IT, NOR WILL I TRY TO USE ANY OTHER PERSON'S
- I WILL BE AWARE OF "STRANGER DANGER", WHEN I AM COMMUNICATING ON-LINE.
- I WILL NOT DISCLOSE OR SHARE PERSONAL INFORMATION ABOUT MYSELF OR OTHERS WHEN ON-LINE
- I WILL NOT I ARRANGE TO MEET PEOPLE OFF-LINE THAT I HAVE COMMUNICATED WITH ON-LINE WITHOUT PARENTAL KNOWLEDGE.
- I WILL IMMEDIATELY REPORT ANY UNPLEASANT OR INAPPROPRIATE MATERIAL OR MESSAGES OR ANYTHING THAT MAKES ME FEEL UNCOMFORTABLE WHEN I SEE IT ON-LINE



I UNDERSTAND THAT EVERYONE HAS EQUAL RIGHTS TO USE TECHNOLOGY AS A RESOURCE AND:

- I UNDERSTAND THAT THE SCHOOL 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 ACT AS I EXPECT OTHERS TO ACT TOWARD 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 NOT TAKE OR DISTRIBUTE IMAGES OF ANYONE.

I RECOGNISE THAT THE SCHOOL HAS A RESPONSIBILITY TO MAINTAIN THE SECURITY AND INTEGRITY OF THE TECHNOLOGY IT OFFERS ME AND TO ENSURE THE SMOOTH RUNNING OF THE SCHOOL:

- I WILL ONLY USE MY OWN PERSONAL DEVICES (MOBILE PHONES / USB DEVICES ETC) IN SCHOOL IF I HAVE PERMISSION). I UNDERSTAND THAT, IF I DO USE MY OWN DEVICES IN THE SCHOOL, I WILL FOLLOW THE RULES SET OUT IN THIS AGREEMENT, IN THE SAME WAY AS IF I WAS USING SCHOOL 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 ANY 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 INSTALL OR ATTEMPT TO INSTALL OR STORE PROGRAMMES OF ANY TYPE ON ANY SCHOOL DEVICE, NOR WILL I TRY TO ALTER COMPUTER SETTINGS.
- I WILL ONLY USE SOCIAL MEDIA SITES WITH PERMISSION AND AT THE TIMES THAT ARE ALLOWED





## 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).

## I UNDERSTAND THAT I AM RESPONSIBLE FOR MY ACTIONS, BOTH IN AND OUT OF SCHOOL:

- I UNDERSTAND THAT THE SCHOOL 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 SCHOOL AND WHERE THEY INVOLVE MY MEMBERSHIP OF THE SCHOOL COMMUNITY (EXAMPLES WOULD BE 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 DISCIPLINARY ACTION. THIS MAY INCLUDE LOSS OF ACCESS TO THE SCHOOL NETWORK / INTERNET, DETENTIONS, EXCLUSIONS, CONTACT WITH PARENTS AND IN THE EVENT OF ILLEGAL ACTIVITIES INVOLVEMENT OF THE POLICE.

