



ST. JOSEPH'S COLLEGE

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Computer Usage Policy

These guidelines relate to all sections of St Joseph's College, including the Early Years Foundation Stage.

Internet

Student use of the Internet is limited to educational purposes, except for those specific conditions set out in the Guidelines for Computer Use.

- Use of file-sharing sites (with the exception of Google Drive and Microsoft 365), music or video download sites and non-educational video sites is not permitted at any time.
- At all times, Internet use must remain within the boundaries of commonly accepted respectability, and not be contrary to the ethos or interests of the College.
- Users must not use the Internet to access or send illegal or offensive content.
- Users must not attempt to bypass or disable the content filtering or activity monitoring systems which the College has in place.
- Use of the Internet is carried out with the understanding that the College may monitor activity, including the sites visited, files accessed and any information which is transmitted via the Internet. This information may be shared with others at the discretion of the College.

Network Activity

- Personal use of the computers is permitted, however people wishing to do school work must be given priority. Personal printing is not permitted without prior agreement from the College.
- At all times, computer use must remain within the boundaries of commonly accepted respectability, and not be contrary to the ethos or interests of the College.
- Users must not share their passwords with anyone else, nor must they log on as another person.
- Users must not attempt to bypass or disable the security which the College has in place.
- Users must not use the network to store illegal or offensive content. This includes any information which the school is not permitted to possess, for example, copies of music or videos which the College does not own.
- Users must not deliberately cause damage of any nature to the computers, or do anything which they believe may be harmful in any way.
- Use of the computers is carried out with the understanding that the College may monitor any and all activity. This information may be shared with others at the discretion of the College.
- Any information saved on or accessed using the network, including the contents of removable media, may be seen by College staff. This information may be shared at the discretion of the College.



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The College's Rights and Responsibilities

- As part of the College's wider safeguarding strategy, Mr Grant Linder (IT Teacher and E Safety Lead of the College) along with Mrs Natalia Jwaideh (Designated Safeguarding Lead), take responsibility for online safety.
- The College uses content filtering software to limit exposure to inappropriate material on the Internet. While every measure is taken to ensure the quality of this service, the College cannot be held responsible for any material which may be accessed.
- The College reserves the right to remove or restrict network and/or Internet access at their discretion.
- The College may take disciplinary action against anyone found in contravention of this Policy; where appropriate this may include legal action.

Safe Usage online

Don't post personal information online, like your address, your email address or mobile number. Keep personal information as general as possible.

Think very carefully before posting photos of yourself online; once your picture is online, anyone can download it and then share it or even change it.

Protect your privacy. Never let anyone have access to your passwords. Check the privacy settings on your accounts, and make sure you know how to keep your personal information private.

Remember, not everyone online is who they say they are and grooming can occur without you realising it.

It's never a good idea to meet up with someone you've met online. You should only do this if you've told a parent or carer and they can come with you.

Think carefully about what you say before you write or post anything online.

Respect other people's views – just because you don't agree with them, it doesn't mean that you have to be rude or abusive.

Google yourself every now and again. It will show you what is online about you and what others can see – and you can make changes if you don't like what you see.

<http://cybermentors.org.uk>



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Appendix – Guidelines for Computer Use

General

- Students must not enter S5, S6, the Library or Prep Resource Room unsupervised and must queue quietly outside until a supervisor arrives.
- Bags should be stored under the desks in S5 & S6 and in the bag racks in the Library.
- No food or drink is allowed in S5, S6, the Library or Prep Resource Room at any time.
- Students must not share their passwords or use anyone else's account.

In the Senior School

- All pupils sign an Acceptable Use Policy (e-form) at the beginning of their time in the Senior School, which must be adhered to at all times. A copy is located at the end of this document.

Use of computers in lesson time

- Students in small numbers may be sent by a teacher to the Library to use the computers.
- If there is no room in the Library, they may go to S5 and S6 and ask whoever is teaching if there are spare machines and, if so, join the group. If the room is empty they may not use the machines.

Use of computers out of lesson time

Before School

- The IT Suites are not open for use before school as it is unsupervised at this time.

Lunchtime

- The IT Suites and the Library are supervised by staff or prefects who share supervision between them over the lunch period. Supervisors reserve the right to allocate computer use.
- The IT Suites are open for supervised use from 1:10 – 1:40pm; the Library is open for supervised use from 1:00-1:40pm. A priority system gives preference to different year groups on different lunchtimes, although students are allowed in the rooms on any day; a list of which year groups have priority each day is on display in the IT Suites. If the room is full, the supervisor will ask a student without priority to leave so as to make a computer available for the student with priority. Students without access to a computer at home will be given extra lunchtime privileges.
- Students unable to use the Suites on their priority day because of official cross-curricular activities should speak to the supervising staff to arrange priority access on another day.



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After School

- The computers in the Library are available for use after school from 3:30-6:00pm.
- Students wishing to use the computers should inform the Librarian or member of staff on duty that they wish to do so. Supervisors reserve the right to allocate the use of computers.
- Students may use the IT Suites provided that supervision is available, however must inform the Library supervisor that they are doing this.

Email

- The school email system may be used to collect or send attached work or as part of a topic related to schoolwork. Web-based email, e.g. Hotmail, etc, cannot be used at any time.
- Email may be used for educational or personal purposes in the IT Suites, but must only be used for educational purposes in the Library.
- Anyone who is found to be using offensive language or sending messages which are hurtful to others will have their email access removed until further notice. All drafts and revisions are saved on the server in addition to sent and received emails

The Internet

- The Internet can only be used by students who have completed an Internet Permission Form.
- No messaging and chat websites are to be used by any student.
- In Year 7-Year 10, Internet use is limited to topics relating to school work. In Year 11-Year 13, students may use the Internet to search for topics of their choice as long as they remain within the boundaries of commonly accepted respectability, with regard to the agreement signed by them and their parents (Appendix H). Internet use in the Library is limited to topics relating to schoolwork.
- Year 12 and Year 13 students may only access the computers for personal use outside lesson time, i.e. not in study periods.

Sixth Form

- Year 12 and Year 13 students may use the computers in the IT Suites, Library or the Sixth Form area at any time that they have a free period. If a teacher is using the room, students must ask the teacher whether there are spare machines and quietly work in with the class if this is acceptable to the teacher.
- Year 12 and Year 13 students are able to connect personally-owned devices to a wireless Internet connection, however must speak to the IT Support Department before doing so for the first time.
- Students may use the wireless network for educational and personal reasons, however usage must remain within the boundaries of commonly accepted responsibility at all times. Students found to be misusing the provision may have their access revoked.



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Senior School Acceptable Use Policy for ICT

Acceptable use of IT facilities

- I understand that the computer rooms are open to students only at the following times outside lessons:
 - Lower Seniors: Morning break and 13:45 to 14:10
 - Upper Seniors and Sixth Form: Morning break and 13:15 to 14:10
- Computer rooms are not available before school or after school except with the permission of a teacher who is supervising or the librarian
- I will always act responsibly when using the IT facilities, including the internet and wifi
- I will always protect my St Joseph's College passwords and will NOT let anyone else use them
- I will not, when using the computers, intentionally write or look at anything that may cause offence to others at St Joseph's College
- I understand that my computer and internet usage will be monitored by members of staff
- I understand that the computers and internet access are provided only to help with my work and are not for social networking, games, music or watching videos
- I understand that I may only store school work on my school login and profile
- I understand that I can report any abuse seen or received to my ICT teacher, Tutor, or Head of Section
- I will not attempt to bypass any of the security or filtering of the St Joseph's College network
- I understand that the use of the computers and the internet is a privilege, which can be revoked at any time. Other sanctions may also be applied for not following these rules, in accordance with the College Behaviour, Rewards and Sanctions Policy