



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE

Computer Usage Policy

Policy Owner Head	Associated documents	Legal Framework
Review by SLT	Review frequency Every 3 years	Next Reviewed date January 2027



ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

Computer Usage Policy

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

Guidelines for Computer Use

General

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

Email/Teams

- The College uses Microsoft Teams to set and/or collect work. Personal web-based email, e.g. Hotmail, etc, cannot be used at any time.
- School Microsoft accounts including Teams and email, should be used for educational purposes only.
- Students should understand the importance of reporting to a member of staff any abuse or misuse. Anyone who is found to be using offensive language or sending messages which are hurtful to others will have their access removed until further notice. All Teams and email activity is logged and stored; it can be accessed by the College at any time.

The Internet

- No messaging and chat websites are to be used by any student.
- In Year 7 - 11, the internet may be used for school assignments or searching for topics of their choice outside of lesson time, as long as they remain within the boundaries of commonly accepted respectability, with regard to the agreement signed by them and their parents (Appendix).
- Year 12 and Year 13 students may only access the computers for personal use outside lesson time, i.e. not in study periods.
- All internet activities is filtered, logged and monitored by Smoothwall. Any inappropriate use is flagged and reported to the Assistant Head (Wellbeing and Safeguarding).



ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

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/laptops.
- 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 who share supervision between them over the lunch period. Supervisors reserve the right to allocate computer use.
- The IT Suites and Library are open for supervised use from 12:50 – 13:50. If the room is full, the supervisor will give priority to those completing schoolwork. Students without access to a computer at home will be given extra lunchtime privileges.

After School

- The computers in the Library are available for use after school from 3:40-6:00pm.
- 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.

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



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE

responsibility at all times. Students found to be misusing the provision may have their access revoked.

In the Prep School

- All pupils will collect a laptop from the trolley in the Prep Staff Work Room under the supervision of the class teacher or teaching assistant.



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE

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 13:20 to 13:50
 - Upper Seniors and Sixth Form: Morning break and 12:50 – 13:20
- Computer rooms are not available before school or after school except with the permission of a teacher who is supervising
- The library computers are available to pupils all day, under the supervision of 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
- 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 schoolwork 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 Year, Tootoot
- 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