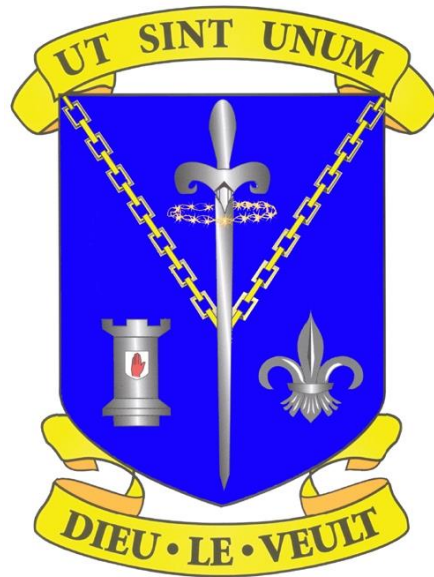


# *St Louis Grammar School*



## **Acceptable Use of the Internet Policy**

**2020/2021**

## Acceptable Use of the Internet Policy

Date	Review Date	Coordinator	Nominated Governor
Sept 2020		Miss J Scullion	

The use of ICT facilities within St Louis Grammar School is encouraged as its appropriate use facilitates communication and efficiency. Its inappropriate use however, can cause many problems from a financial, technical and legal aspect.

Staff and students should be aware of this policy and any misuse should be reported to the Principal.

### Aims of the Acceptable Use Policy

- To allow users to access the Internet for educational purposes.
- Protect staff and students from websites that display inappropriate content.
- Provide rules which are in agreement with the Data Protection Act 1998, the Computer Misuse Act 1990 and the Copyright, Designs and Patents Act 1988.
- Provides rules based on acceptable netiquette.

The use of electronic services must be in support of education and research in accordance with the educational goals and objectives of St Louis Grammar School.

The Internet and any other electronic service is a privileged and inappropriate use will result in that privilege being withdrawn.

### **Authorised use of ICT facilities within the school**

The ICT facilities within school should only be used as required by work purposes. This includes:

- Preparing work for lessons, activities, meetings, reviews etc.
- Researching for any school related task
- Any school encouraged tuition or educational use
- Collating or processing information for school business

### **Unauthorised use of ICT facilities within the school**

It is not permitted to:

- Use the ICT facilities for commercial or financial gain.
- Physically damage the ICT facilities.

- Re-locate, take off-site or otherwise interfere with the ICT facilities without authorisation.
- Use someone else's user account. All users of the C2K network are issued with a unique user account. User account passwords must never be disclosed to anyone according to the Computer Misuse Act 1990 – this law states that it is “...illegal to gain access to a computer with someone else's username or password which you do not have permission to use, modify files or data without the consent of the creator...”
- Use the ICT facilities to access, download, send, receive or view inappropriate material such as, illegal material, any material that could constitute bullying, any material that is sectarian in nature, online gambling, any sexually explicit material.
- Generate messages or documents that appear to originate from someone else.
- Install hardware/software with authorisation.
- Use any of the school's ICT facilities to undertake any form of piracy including the infringements of software licenses or other copyright provisions in agreement with the Copyright, Designs and Patents Act 1988.
- Use any chat-lines, bulletin boards and pay to view sites on the Internet.
- Use the Internet for any auctioning activity or purchase items unless authorised to do so.
- To obtain and post on the Internet or send via e-mail, any confidential information about other employees, the school or students.

## **Netiquette**

Netiquette governs what conduct is socially acceptable in an online or digital situation. It is the social code of the Internet and dictates a set of rules or guidelines for appropriate behaviour while using the Internet. The rules of netiquette are as follows:

- *Be Polite* – never send or encourage others to send abusive.
- *Use appropriate language* – remember that you are a representative of the school on a global public service. You may be alone with your computer, but what you say and do can be viewed by others. Never swear, use vulgarities or any other inappropriate language.
- *Privacy* – do not reveal any personal information to anyone, especially the home address or personal telephone number of yourself or any member of staff/pupil.
- *Password* – do not reveal your password to anyone.
- *Electronic mail* – e-mail is provided for educational use only and is monitored by the school. Messages relating to, or in support of, illegal activities may be reported.
- *Disruptions* – do not use the school network in any way that would disrupt use of the ICT services by others.