



City of Armagh High School

Acceptable Use Policy

Version	Date	Revision Author	Summary of Changes
1	30/06/20	K Mulholland	N/A

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

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 City of Armagh High 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 username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- 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 (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc).
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- 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.
- 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 not use the school systems or devices for Social Media, on-line gaming, on-line gambling, internet shopping, file sharing or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so solely for educational purposes.

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 be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

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 City of Armagh High School:

- I will only use my own personal digital devices (mobile phones / USB devices etc.) in school if I have permission to complete an activity with a clear educational goal. 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 open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- 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 not use social media sites.

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).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

When using Email, I recognise that:

- I should use the school email facility for educational purposes only;
- I should report any unwelcome, unpleasant or abusive email messages I receive to my teacher and not respond to such messages.
- I will not use vulgar or offensive language or include any offensive material in an email or attachment
- I will not open an attachment to any email unless I know and trust the person sending it

When using the School's approved online platforms (Microsoft teams etc.), I recognise that:

- I will not use/post vulgar, offensive or inappropriate language or content.
- I will not screenshot or copy any information, messages or posts to share on social media or any other platform
- I will only access the material shared by my teacher and will ask for parental permission to use technology for anything beyond that
- I will be appropriately dressed when engaging in any video conferencing or recording
- I will inform parents when I am attending any video conferencing or recording
- I will not participate in video conferencing or recording from my bedroom
- I will not share video conferencing passwords (set up by my teacher) with anyone else

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, I will be subject to disciplinary action. This may loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities, involvement of the police.

This policy is supported by the school's E-safety policy and Acceptable Use Agreement for staff.

This policy is linked to other school policies including the Positive Behaviour Policy, Health and Safety Policy, Child Protection Policy and Anti-bullying Policy.