



Acceptable Use of ICT 2024/25

New technologies are integral to today's society. The Internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone.

The Acceptable Use Agreement ensures that:

- **students are responsible users and stay safe while using school ICT and their own devices.**
- **Students do not claim plagiarised or AI generated work as their own**
- **school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and/or others at risk.**

The school will provide access to ICT to enhance your learning and will, in return, expect you to be responsible users. Any misuse of ICT facilities will result in sanctions under the school behaviour policy, including the removal of ICT access and/or sixth form privileges.

Sixth Form Wifi access

From September 2023, sixth formers will be allowed free access to the school's wifi network. Students will need to register for access on a specific device and will be subject to a separate contract. More details will follow in September.

For my own personal safety:

- I understand that I am responsible for all activity that goes through my account. I will lock or log out when not at my PC, even if for a short amount of time.
- I understand that ICT technicians have the means to track my use of ICT systems, email and internet access when logged into the school network.
- I will protect my username/password and will not share it, nor will I try to use any other person's username and password.
- I will be aware of the dangers when communicating online eg I will not share personal information about myself or others when online.
- I will immediately report, to the sixth form team or ICT technicians, any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I will act responsibly in my use of ICT:

- I will not access, copy, remove or otherwise alter any other user's files.
- **I will not plagiarise others' work or claim AI generated work as my own**
- I will be polite when I communicate with others and not use aggressive or inappropriate language.
- I will not take or distribute images/videos/recordings of McAuley staff or students unless given specific permission by a member of staff. I will not make any school related images/videos/recordings available on the Internet without permission.
- I will not follow or subscribe to any teacher's personal social network accounts.
- I understand that intentionally causing damage to a computer or network is a criminal offence.

Note – work submitted to awarding bodies eg coursework is checked. Exam boards can reduce your grades, fail you on that exam course, ban you from taking exams in the UK and void all of your exam results if you submit plagiarised work or claim AI generated or privately paid for work as your own. This places school and other students at risk and would be a failure to meet course requirements. Consequently, students risk removal from their course of study and, if persistent, their place in the sixth form.

Equipment - School ICT facilities are to be used for educational purposes only

- I will not use the school's systems for my own personal or recreational use eg playing games.
- I will not install or store programs of any type on computers unless given specific permission by a member of staff. I understand that I am not permitted to uninstall applications.
- I understand that damaging, disabling, or otherwise harming the operation of computers puts my and others' work at risk. I will be responsible for any deliberate damage or abuse and pay for replacements as required.
- I will make every effort to avoid introducing viruses into school ICT systems by taking appropriate precautions (e.g. antivirus checking flash drives) and will seek assistance if in doubt.
- I will not attempt to bypass or disable security systems or settings in any way.
- I will report any damage immediately to a member of staff whether accidental or otherwise.

Internet - you should access the internet to help your studies or for school authorised activities only

- Internet access is provided to enhance your learning and must not be used to access illegal, defamatory, inappropriate, material that is not relevant to your studies or offensive materials. All internet use is logged and any inappropriate activity will be investigated.
- You must respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws and avoiding plagiarism.
- If you cheat in exam coursework by using the Internet to copy or share work, exam boards can reduce your grades, fail you on that exam course, ban you from taking exams in the UK and void all exam results so far.

Email - All students are provided with an email account for the duration of their education at the school.

- Your school account must only be used for school-related communications eg when contacting members of staff or people outside of school in relation to school or career progression activities. You should not use your personal email account e.g. gmail, hotmail for this purpose.
- You are responsible for all activity carried out using your email account. Sign out when not in use.
- Technicians can track your email activity. Students will be challenged about any inappropriate communication.
- If someone sends you an email that makes you feel uncomfortable, you should report this to your parents and a member of staff immediately.

Cyberbullying - Cyberbullying is bullying through the Internet. It is not tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying.

- Do not send emails or post comments with the intent of scaring, hurting, or intimidating anyone.
- Engaging in these behaviours, or any online activities intended to harm (physically or emotionally) another person, can always be investigated and traced. Cyberbullying can be a crime. Remember that your activities are monitored and logged both in school and by service providers.
- Alert a teacher or other staff member if you see threatening/bullying behaviour online, inappropriate, or harmful content (images, messages, posts).
- **Social Media/Cyber-bullying** - most ICT issues dealt with in school derive from students' inappropriate use of Social Media. Note that students are subject to the School Behaviour Policy as soon as their Social Media behaviour affects others in the school community or brings the school into disrepute. In such cases, the Police may be informed and/or the matter taken further.

School will co-operate fully with any investigation concerning misuse of ICT by supplying copies of all relevant emails and logs to the relevant bodies such as Police, Exam boards etc.

Mobile Devices

- You may use your own mobile device in the Sixth Form Graduate Centre only; mainly to support your studies or help organise yourself. As soon as you get to the tennis courts, mobile phones should be put away.
- You may use your mobile phone in classrooms on other sites only with the permission of the teacher in accordance with the school's Mobile Devices Policy.
- You will have access to the school's wifi network. You will sign a separate contract for this.
- You must not connect to any networks or resources that you do not have permission to access.
- School trips, visits and other activities may have additional guidance and restrictions.
- By using your personal mobile device in school or for school activities, you agree to follow all guidance set out in this agreement, in the same way as when using school provided equipment.

Please note that the school cannot be responsible for what students access through their personal electronic devices using data available through the phone's contract.

By using any form of ICT provided by the school, you are agreeing to the conditions of this agreement. Student access to ICT resources will be restricted and further action taken if these conditions are not met.