

AMDG

ICT Acceptable Use Policy (e-Safety policy)

Stonyhurst College operates a campus wide ICT network covering Stonyhurst College, St Mary's Hall and Hodder House. The Campus Director of ICT has overall responsibility for these systems.

ICT Facilities Available to Pupils

Network Access

All pupils from Lower Prep onwards are provided with a Stonyhurst Network user name and password. This account will be closed without notice at the end of the first half term after a pupil leaves the college. Staff network accounts will be closed at the end of their period of notice.

Once an account has been activated, the following facilities can be used.

- Access to computer workstations in ICT rooms and classrooms throughout the campus. Currently this is based on a Windows XP platform with a planned migration to 32 Bit Windows 7 over the next few years. Microsoft Office 2003 is currently used as the main software platform and this is supplemented by specialist software where appropriate. All fixed workstation are protected by anti-virus software.
- A secure, private storage area for own electronic files.
- Secure backup and recovery procedures. A daily backup of user areas is taken and stored off site. This can be used to recover user files in the case of a serious system failure. Users can also request recovery of files they have accidentally deleted in the previous 7 days. However, this will not normally be possible if the file has been created then deleted in the same day.
- Access to a range of shared network-based teaching, pastoral, sporting and other resources.
- Personal folders and shared resources can be accessed by local login to the school network or via Remote Access when away from the campus. This allows a user of any web-attached device to log into the network from outside the campus network and gain access to their network folder and shared resources. Remote access does not provide access to any applications software licensed to Stonyhurst College and pupils will need their own licensed copy of relevant packages such as Word and Excel if they wish to view or edit any remotely accessed files. The remote access link can be found on the school web site. (www.stonyhurst.ac.uk)

- A Stonyhurst email account. This can be accessed both from within the school network and from any external web attached device via the shortcut on the Stonyhurst web site (www.stonyhurst.ac.uk). Pupils can also request to have email delivered directly to an iPhone.

Internet Filtering

Internet access is provided through the college network. All content is filtered and we will endeavour to ensure that pupils are protected from harmful material. Given the nature of the internet, whilst every reasonable effort is made to avoid inappropriate material being accessed, the College cannot guarantee this. During the academic day pupils are only allowed access to sites that are considered to be supportive of our academic and pastoral goals. Other parts of the school day may be designated as recreational and at these times pupils will have access to a wider, but still filtered, range of general interest, retail and social networking sites. The timing of recreational availability is determined by the relevant playroom staff and may be varied for individuals and groups at the discretion of pastoral staff.

Pupil Laptops and other handheld devices

Pupils are encouraged to bring their own laptops into school to support their academic and social development. Most study areas and study bedrooms are provided with a wired connection to the campus network and wireless access will be gradually extended to cover most areas of the campus during the next few years. Cables for attachment of laptops are provided free of charge on request. Pupils are responsible for care and maintenance of their own laptops and for any software installed.

Software on pupil laptops is not covered by any Stonyhurst College site license and pupils must ensure that all software on their laptop is licensed. Laptops should have up to date virus protection software installed and active at all times.

We currently support attachment of laptops running Windows XP, Vista and Windows 7 and MAC OSX. All of the network facilities discussed above; user area, resources, internet and email can also be accessed via laptops attached to the school network. However, we cannot take responsibility for backup of any files stored on users' own devices.

Parents should be aware that the College is unable to control, monitor or filter content accessed by mobile devices connected directly to services provided by mobile telephone companies. All of our pupils are required however to sign an agreement that they will observe the College's acceptable use policy whether onsite or off site.

Monitoring

All campus workstations have active monitoring software installed. This monitors all screen content and will take a snap shot of the screen, identify the user and alert the Campus Director of ICT if the material being viewed is considered unacceptable. This includes use of unacceptable or insulting language, viewing inappropriate images or web sites and references to violent or illegal acts.

ICT staff may inspect the content of user areas if some form of misuse is suspected.

Training

All pupils will be encouraged to undertake training in keyboard skills unless they can demonstrate a typing ability of at least 35 words per minute.

All pupils will be expected to complete an E-Safety course.

Responsibilities

The acceptable use policy applies to any device capable of sending, receiving or storing, text, images, sound or other digital content. It applies to all pupils and staff using both school and personal equipment, whether they connect to the campus network or not.

Principles

- All users should realise that their behaviour in the on-line world will be judged in the real world
- All users must use the campus network in a caring and considerate manner.
- Users must use printing facilities economically and only for recognised educational purposes.
- College equipment is not to be used for recreational purposes. Personal computers may be used for this purpose.
- School email accounts should be checked at least once per day if possible.
- Copyright of digital materials eg. Music and film must be respected
- All computer rooms must be kept tidy – food and drink are not permitted.
- As a Stonyhurst pupil, whenever I connect to the internet or any other communications network I will continue to observe the same rules that apply to the school internet.

Security

- Users must not log onto the campus network using another user's log in details.
- Users must not attempt by any means to bypass the filtering and monitoring systems provided.
- Users should not engage in any activity that threatens the integrity of the College ICT systems.
- Users must not share passwords with other users.
- Users must not interfere with installed software on local or network directories, or tamper in any way with any hardware.
- Users should not use mobile devices to bring unsuitable material into the college.

Inappropriate behaviour and bullying

Pupils should not use ICT, particularly mobile phones and the internet to deliberately upset someone else. This is called cyber bullying and includes:

- Pupils who set up website pages and invite others to post derogatory comments about a pupil

- Pupils who film fights or assaults (so-called “happy slapping”) or other demeaning incidents and circulate them via mobile phones
- Pupils sending insulting, vicious or harassing text messages
- Pupils posting fake and obscene photographs of the victim on a social networking site
- Pupils hacking into social networking sites and removing and circulating material which may be embarrassing or personal

If any of the above is happening to you or someone else you know, or you are being caused distress in another way, you are being bullied and you should seek help from a member of staff at the College.

If you are doing any of the above, you are a cyber-bully and will be dealt with in accordance with the College sanctions policy.

Staying Safe

Users should take particular care when using social networking sites and email. Personal information (eg. address or telephone number) should not be revealed to unknown contacts and pupils should under no circumstances meet in person with any internet contact unless a parent, carer or teacher has given permission.

Pupils should take particular care when presenting themselves through social networking sites and in particular should not publish any material that reflects badly on themselves, Stonyhurst in general or members of the Stonyhurst community. This includes personal details of any member of staff or student or any photograph of staff or fellow students without first obtaining permission.

The e-mails you send must be polite and responsible and you are to report any unpleasant material or messages sent to you.

Sanctions

Any user who disregards their responsibilities as set out in this e-safety policy will be dealt with in accordance with the school sanctions framework as set out in the Family Handbook, Section 6, Conduct and behaviour of pupils.

Stonyhurst College Acceptable Use Agreement

I.....realise that on-line behaviour is real behaviour and that inappropriate behaviour will be subject to the same sanctions that apply in the real world. I hereby agree that I have read, understood and agree to abide by the school policy on the acceptable use of ICT.

Signed.....

Date.....

St Mary's Hall Acceptable Use Policy for Responsible Mobile Device Use

Day pupils at St Mary's Hall are not allowed to bring mobile devices (i.e. devices that are phones and/or have direct access to the internet through Wi-Fi or other means) to school unless specifically authorised by a member of staff for a specific occasion.

Boarders at St Mary's Hall may bring mobile devices to school provided that the device is registered and is in the safe keeping of boarding staff at all times other than when they are made available on a weekday evening or during the weekend.

On occasions when pupils are allowed mobile devices they must adhere to the conditions set out in the agreement below and for which they must sign at the start of every year.

Pupils found with an unregistered mobile device will have it confiscated and their parents will be notified.

Day pupils who come in on the bus may bring a mobile phone in case they need to contact parents in transit but this must be handed in at Reception when they arrive and picked up from Reception when they leave.

St Mary's Hall Acceptable Use Agreement for Responsible Mobile Device Use

When using devices

I..... agree to all of the following.

I will not access any websites that are illegal for a person of my age, including social network sites (Facebook etc).

I will not take inappropriate photos or photos that compromise other children. I will not send any photos without the permission of those pictured.

I will not use my device to pass on information that might be harmful or unkind to other people (i.e. unkind texts about teachers or pupils etc)

I will not attempt to bypass the school screening system

I will ask a teacher if I am concerned in any way about material I have uncovered on the internet.

If I connect to the web by some other signal either on site or if I have been given permission to use my device off site, I will continue to observe the same rules that apply to the school internet.

Signed.....

Date.....