



ICT, Internet and E-mail Acceptable Use Policy (AUP)

Students will be able to use their own mobile devices in lessons for educational purposes as a result of parents and students signing the AUP document. Limited personal use in social time is also acceptable - before school begins, breaks, lunchtime and at the end of the day. Personal use in school social time must also conform to the AUP. Please ensure that you have read this document carefully as it outlines what is expected of students. Also it is expected that parents will support the school by ensuring that all aspects of the policy work in full. For more details please read the full policy on www.snhs.im. Below is a summary of the key points in the AUP policy.

- I realise the policy applies to all equipment used in school.
- I must take care of all ICT equipment and report any damage.
- I must ask for permission from my teacher to use ICT equipment in lessons.
- I must always keep my passwords and login details secret.
- I accept my use of ICT will be monitored in school. Nothing is secret. I accept that a record of my actions may be shared with other people if I break the AUP e.g. Parents or possibly the Police etc.
- I will not take photographs of film others without their written permission.
- I will not publish personal information of others on the Internet including photographs, addresses, dates of birth etc. without their written permission.
- I will not break copyright or data protection laws e.g. downloading music.
- I will not try to access websites, files or resources that are blocked to me.
- I will not corrupt or destroy the work of others.
- I will not access unacceptable or inappropriate material. If this happens accidentally I will inform a member of staff.
- I will always be polite when using ICT for communication. I will not bully or upset others through my use of ICT.
- I will not use social networking sites in school. I will not ask staff to be friends on social networking sites.
- I will not bring St. Ninian's High School or the Department for Education and Children (DEC) into disrepute through my use of ICT.
- I accept that the school is not responsible for any damage to, or loss of, my personal equipment.

All students and parents will have to sign a copy of the Acceptable Use Policy if they wish to bring their personal mobile device to use in school.

