

Acceptable Use Policy
Pupils, Staff, Parents and
Visitors
ISI Part 3, Paragraph 9

Recommended review period: Annual

Review by: Bursar

Date reviewed: April 2018

Next Review: April 2019



St Joseph's College prides itself on the quality of the teaching and pastoral care provided to each of its pupils, from EYFS across to Sixth Form, including Boarding. *The Governing body has ultimate responsibility for meeting all the College's regulatory requirements, which they delegate to the Principal, supported by the Senior Leadership team. In line with good practice and as part of the Governors' due diligence, the Board of Governors' reviews this policy annually.*

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the College and extend to organisations and services linked on its behalf.

Scope of this Policy

This policy applies to all members of the College community, including staff, pupils, parents, and visitors. In this policy 'staff' includes teaching and non-teaching staff, governors, and regular volunteers. 'Parents' includes pupils' carers and guardians. 'Visitors' includes anyone else who comes to the school, including occasional volunteers.

Online Behaviour

As a member of the College community you should follow these principles in all of your online activities:

- Ensure that your online communications, and any content you share online, are respectful of others and of the College.
- Do not access, create or share content that is illegal, deceptive, or likely to offend other members of the College community (for example, content that is obscene, or promotes violence, discrimination, or extremism).
- Respect the privacy of others. Do not share photos, videos, contact details, or other information about members of the school community, even if the content is not shared publicly.
- Do not access or share material that infringes copyright, and do not claim the work of others as your own.
- Do not use the internet to distribute malicious software, to damage, interfere with, or gain unauthorised access to the computer systems of others, or carry out illegal activities.
- Staff should not use their personal email, or social media accounts to contact pupils or parents, and pupils and parents should not attempt to discover or contact the personal email addresses or social media accounts of staff.

Using the College's IT Systems

Whenever you use the College's IT systems (including by connecting your own device to the network) you should follow these principles:

- Only access school IT systems using your own username and password. Do not share your username or password with anyone else.
- Do not attempt to circumvent the content filters or other security measures installed on the school's IT systems, and do not attempt to access parts of the system that you do not have permission to access.
- Do not attempt to install software on, or otherwise alter, school IT systems.
- Do not use the school's IT systems in a way that breaches the principles of online behaviour set out above.
- Remember that the College monitors use of the school's IT systems, and that the school can view content accessed or sent via its systems at any time.



Compliance with related College Policies

You will ensure that you comply with the school's e-Safety Policy and other relevant policies including, but not limited to:

- The Staff Code of Conduct
- The Staff Handbook
- Safeguarding policy
- Behaviour policy
- Anti-bullying policy
- Anti-cyberbullying policy
- Privacy policy
- Taking, Storing and Using Images of Children policy.

Breaches of this Policy

A deliberate breach of this policy will be dealt with as a disciplinary matter using the College's usual procedures. In addition, a deliberate breach may result in the school restricting your access to school IT systems.

If you become aware of a breach of this policy or the e-Safety Policy, or you are concerned that a member of the College community is being harassed or harmed online you should report it to Principal or Bursar. Reports will be treated in confidence.

Acceptance of this Policy

Please confirm that you understand and accept this policy by signing below and returning the signed copy to Bursar.

I understand and accept this Acceptable Use policy

Name:

Signature:

Date:

[Name of parent/guardian:

Signature:

Date:]

[Name of parent/guardian:

Signature:

Date:]

[Name of student:

Signature:

Date:]

[Name of employee]: