

## **Brigidine College St Ives**

### **IT ACCEPTABLE USE POLICY (Students)**

#### **Policy Reference/Version 1018-3**

Provision and usage of Information Technology resources at Brigidine College is a **privilege** and not a right. IT resources are provided for educational use by the BCSI Community. It is an expectation that IT equipment is used in a responsible, educational manner. All IT usage at Brigidine College is logged and, from time to time, resources such as internet files, emails and other miscellaneous files will be audited to ensure appropriate usage. Brigidine College reserves the right to deny access or terminate IT use if a user is deemed to be making inappropriate use of technology.

The following points outline the requirements of IT usage at Brigidine College.

#### **It is your responsibility to follow these guidelines in all aspects of computer-based work**

##### **DO**

- Follow instructions given by staff.
- Logon correctly and logout/restart/shut down when finished.
- Keep your logon details confidential.
- Refrain from intentionally wasting limited resources.
- Be conscious that others need to use the same resources that you are using.
- Report any equipment fault or suspected virus activity to the nearest staff member.
- Always check files, including files downloaded from the Internet for computer viruses.
- Make regular backups of your saved data.
- Use the IT resources for legitimate educational activities such as research and communication.
- Always check for and adhere to licensing and copyright agreements.
- Keep personal information secure as nothing is private on the Internet.
- Insert your name on the bottom of any email messages that you post.
- Remember that information (text, video, audio, images) uploaded to the internet by you can be copied altered and manipulated.

##### **DO NOT**

- Use an account owned by another user/student.
- Share your account details with any other person.
- Have food and drink near IT equipment.
- Attempt to make unauthorised access to resources or entities. It is a violation of the law to access any network files, documents, applications, etc. without express permission of the owner.

- Divulge personal information such as name, address, phone number, images, audio or video that identify you or you in a school context over the Internet.
- Post communications about others without the author's consent and/or post anonymous messages.
- Use technology to harass, bully or personally attack another person.
- Send an email to multiple recipients or to BCSI groups without the prior permission of the relevant Year or Stage Coordinator.
- Use vulgar, offensive or inappropriate language when communicating electronically.
- Play computer games at any time and/or visit chat/social sites or sites that are of a non-educational nature.
- Access sites that contain inappropriate and/or offensive material.
- Upload inappropriate content to the internet.
- Upload any content involving the Brigidine College School community without the prior permission of Head of Department.
- Download and/or store executable (program) files via the network and/or Internet.
- Install any unlicensed/pirated software on the school computer systems, including downloads from the internet.
- Connect to any wireless network other than the BCSI wireless network whilst at school.
- Engage in any illegal activity, including violation of copyright or other contracts. This includes copying any software or program files from the school computer system.
- Plagiarise from electronic media such as the Internet or AI. Any material used must be noted and suitably acknowledged.
- Tamper either physically or electronically with either hardware or software settings.
- Attempt any malicious behaviour toward IT resources.
- Use the School's I.T resources for personal, financial, political or commercial gain.

### **Personal Equipment (eg mobile phones, PDAs, iPads etc)**

Personal equipment, and at specified times, other digital equipment is permitted at school. Students are responsible for their care. The College does not accept responsibility for loss or damage to students' personal equipment. Students should adhere to the guiding principles for the use of all technology within the College.

### **Recording Devices**

The unauthorised use of recording devices either digital or analogue, for example, webcams, digital cameras, video cameras, computer input devices, media players/recorders and mobile phones is NOT permitted at any time.

Recording devices may be used ONLY in an educational context.

Digital recordings, including sanctioned educational recordings, MUST NOT be published publicly or posted on internet sites such as, YouTube, Facebook, Vimeo, blogs etc, without the written permission of the College and those appearing in the recording.

### **Reminders:**

- Make regular backups of your data.
- Always follow the instructions given with the equipment.
- Keep your computer equipment secure. Brigidine College takes no responsibility for the security of personal equipment.
- Keep your virus check software up to date. If your virus check software detects virus activity, then carefully follow the instructions of the virus check software. If unsure, quarantine your computer and disks, then immediately consult with the IT staff.
- The Internet may only be accessed through BCSI Computer equipment or computer equipment that complies with Brigidine College facilities. Students may not access the internet through another account or means.

By using the Brigidine College internal computer facilities, both the student and a parent/guardian are aware of and agree to abide by the requirements outlined within this document.

### **Disclaimer**

Brigidine College does not take responsibility for the loss of data across the network. It is the responsibility of the user to ensure that appropriate backups are performed.

Brigidine College does not have control of the electronic information accessible from student files, email messages or of information on the internet. Certain IT files may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. It is the responsibility of the user NOT to pursue material that could be considered offensive. Brigidine College makes no warranties with respect to internal computer access and/or internet access, and assumes no responsibilities for:

- Any costs, liability or damages (direct or indirect) arising from computer access and or internet access via Brigidine College.
- Any effects of internal network and/or Internet service interruptions or alterations, even if these disruptions arise from circumstances under the control of Brigidine College.
- The privacy of electronic mail. While Brigidine College supports the privacy of electronic mail, users must assume privacy cannot be guaranteed. Brigidine College reserves the right to vary the specific conditions and services being offered. Student email and internet use is monitored for illegal, offensive and inappropriate use.

**Brigidine College reserves the right to vary the specific conditions and services being offered.**

## **Person/s Responsible**

Director Student Wellbeing and ICT Manager

Approved by: Principal

Version Control : replaces 1018-3

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