



Context

Christian Brothers' School is committed to embracing innovative developments within educational technology in order to enhance communication, teaching and learning within our school community. The school has made available Samsung Galaxy tablets to students to enhance teaching and learning across the curriculum. In this context we would like to reinforce our school acceptable use policy.

This policy applies to **all school computers and devices** and also **any mobile and tablet devices** that you use in school, as well as **online behaviour towards** other CBS users inside and outside of school.

Use of personal and school issued ICT devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.

- Do not record sound, video or take photographs in lessons on any device unless for an approved activity under the direction and permission of a supervising teacher. Do not upload online, share or broadcast any such content under any circumstances.
- Use of mobile devices in class is at the discretion of, and only with permission and direction from the teacher.
- Electronic contact & discussions with your teacher **must be respectful and appropriate at all times** and must only be part of approved school activities.
- **Accessing someone else's computer, phone or tablet or school/online accounts** without that person's permission is illegal.
- **Do not upload or share images, video or other content** that is indecent or could embarrass or harass others, or could break the law.
- Report any suspicious online inappropriate approaches or threatening behaviour to **your teacher**, and also to the authorities (CEOP) where appropriate.
- Do not publish or share any information that defames, undermines, misrepresents, or tarnishes the reputation of the school or its users.
- **Do not bully others online, and report any harassment or bullying to your teacher immediately .**
- Do not access unsuitable or inappropriate material online.
- **Back up** any important work by making a copy and storing it somewhere else that is safe.
- **Copying files** (images, music, video, text) which are copyright protected is against the law.
- Do not install Apps/Software onto the school tablets or computers, or try to circumnavigate any of the network and ICT controls that are in place.
- **The school may monitor your use of IT systems and online behaviour** to maintain safety and also compliance with his policy.



Protecting our identities online

Be aware that identity theft is an online danger which is increasing, and you should take precautions to prevent this happening. Do not upload or reveal your, your families or other CBS users' personal details online (e.g. address, phone number, date of birth, financial details, passwords, etc.) Do not upload any images and/or comments that could embarrass you or other CBS users and families – once uploaded it is often difficult or even impossible to remove such online content. Be aware that uploading digital photographs taken from a mobile device may reveal your precise GPS location at a given date and time, and therefore may reveal your movements and locations to those you would wish not to know.

Protecting yourself from Internet dangers

Report any suspicious or inappropriate approaches, messages or similar online behaviour to your parent, Form Tutor or Head of Year; you may also report serious or urgent suspicions using the CEOP button available on the school computer desktop and many online chat & social networking sites, or seek help via the CEOP website. Do not store, transmit, or distribute any inappropriate or revealing images of yourself or others.

Declaration

By using personal, online, and school-provided ICT facilities and systems at Christian Brothers' School I agree to comply with the rules

1. I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour through my use of ICT, in school, out of school and where such incidents involve my membership of the school community.
2. I understand that if I fail to comply with this agreement, I may be subject to disciplinary action. This may include: loss of access to facilities, removal of personally owned tablet/mobile/web enabled devices.
3. I understand that this agreement covers my use of school ICT systems and equipment, and my use of my own equipment in school when allowed (e.g. laptops, tablets, mobile phones, PDAs, cameras etc.). This agreement also covers my use of my own equipment out of school and my use of online facilities when its use impacts on me as a member of the school community.
4. Due to Child Protection implications of emerging technologies failure to follow this Acceptable Use Policy may result in contact with parents, suspensions, expulsion and legal proceedings.
5. The specifics of this document are subject to change as technology evolves, and I understand that the intent of this document will still apply, and further guidance from time to time will be communicated to me.

Pupil Name _____

Parental Signature_____

Date _____