



# St Ursula's Convent School

Crooms Hill, Greenwich, London, SE10 8HN  
T: (0)20 8858 4613 E: [admin@stursulas.com](mailto:admin@stursulas.com) W: [www.stursulas.com](http://www.stursulas.com)  
Headteacher: Ms Ursula Norbert

## **ACCEPTABLE USE POLICY (AUP): STUDENT CONTRACT**

*(Refer to ICT Policy on the school website [www.stursulas.com/policies](http://www.stursulas.com/policies))*

This document outlines St Ursula's Convent School policy in relation to the use of IT equipment and systems. The policy has been constructed after reviewing best practice use and the relevant legislation currently in force. It seeks to clarify what the school regards as acceptable and unacceptable use, and it is designed to ensure that we meet all legal requirements, minimise our exposure to risk, protect our information and utilise the equipment in the most effective manner.

You will be asked to read the following rules listed below and to sign this Acceptable Use Contract. If you fail to follow these rules you could cause the school significant problems and expense. Only those Pupils who return a signed contract will be allowed to use the computers.

All Pupils should understand that the school has software that can track all Internet and non-Internet use i.e. The use of Word and other documents and recognises words and phrases that should not be used on its PCs. Individuals will be held to account for inappropriate material or words and phrases that appear under that person's user log on details.

### **The Rules**

1. Do not enter any computer room unless a member of staff is present.
2. When you "log on" make sure you only ever use your own password and personal login code. Never let any other person know your password or use your code.
3. You are only allowed to use the software you can see on the "menus or icons" which appear on the screen. Using any "hidden" computer programs or "hacking" is not allowed.
4. There are no other programmes/games allowed anywhere on the network, and none should be brought into school or downloaded from the Internet.
5. Do not input/download/view anything obscene or offensive onto any school computer or other user area at any time i.e. to or from the Internet or by any other means.
6. Log out properly. If you are not able to return to the log on screen only turn off the computer with a member of staff's permission.
7. If you find that your computer is faulty, has no mouse, keyboard etc., please inform your teacher and they will inform the ICT Technician. Do not try to disconnect anything as you could cause a lot of damage to the connectors, and you may have to pay for any repairs for damage caused.
8. Do not touch the cables or wires at the back of the computer or the computer points attached to the walls, as this could be extremely dangerous. If you have a problem with any of these items, please see a member of staff immediately.
9. USB devices are not allowed in school. We provide Google Drive file storage system for pupils. Please contact the school's IT Technician/ ICT Teacher if you need a Google Drive login to access this.
10. Any misuse or actions using the technologies which bring the school into disrepute will lead to sanctions in accordance with the school's behaviour/discipline policy.





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11. Any misuse or inappropriate actions using the technologies which cause offence to staff and / or other Pupils will lead to sanctions in accordance with the school's behaviour / discipline policy.
12. Food and drink can cause damage to the computers and should never be brought into computer rooms.
13. Any incidents where the above rules are not followed could result in immediate suspension from the network. Depending on the severity of the offence a range of sanctions may be applied in accordance with the school's Discipline /Behaviour Policy, i.e., being in a computer room without a member of staff could result in a detention; "Hacking" could result in being taken off the network for a significant period. Second or third offences could lead to permanent suspension from the network or to more serious sanctions given.
14. Any acts of proven vandalism will result in Parents / Carer being required to come into school as part of a full investigation. Bills for repairs will also be issued.
- 15.

**Remember: you are responsible for anything found on your user area.**

**Don't find yourself logged off the Network/Internet because any of the above rules have been broken.**

**If you do not understand any of these rules, please ask your ICT teacher or an IT technician or any other member of staff to explain them to you.**

Once this document has been signed, please return it to the school as soon as possible.

A copy of this document will be given to you once the school has received the signed copy.

**Pupil forename** \_\_\_\_\_ **Pupil surname** \_\_\_\_\_

**Pupil signature** \_\_\_\_\_ **Year Group** \_\_\_\_\_

**Date** \_\_\_\_\_





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## ACCEPTABLE USE POLICY (AUP): PARENT/CARER'S CONTRACT

*(Refer to ICT Policy)*

**Student name(s):** ..... **Year Group** .....

(Please print name)

As the parent or legal guardian of the above student(s), I grant permission for my child to have access

to use the Internet, e-mail and other ICT facilities at school.

I know that my child has signed an Acceptable Use Policy (AUP) and that they have a copy of the 'rules for responsible ICT use'.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep students safe and to prevent students from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access e-mail, employing appropriate teaching practice and teaching e-safety skills to students.

I understand that the school can check my child's computer files, and the Internet sites they visit and that if they have concerns about their e-safety or e-behaviour that they will contact me.

**I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety. I understand that cyber bullying on sites such as "Facebook" which takes place outside of school should be dealt with by the Police and not the school authorities.**

**Parent / Carer's Name:** \_\_\_\_\_

(Please print name)

**Parent / Carer's signature:** \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Useful e-safety programmes include:

- Think U Know; currently available for secondary students. <http://www.thinkuknow.co.uk>
- Grid Club <http://www.gridclub.com/>
- The BBC's Chat Guide: <http://www.bbc.co.uk/chatguide/>

