

ACCEPTABLE IT USE AGREEMENT / ONLINE SAFETY RULES

- I will only use IT systems in college, including the internet, e-mail, digital video, mobile technologies, etc. for college purposes.
- I will not download or install software on college IT equipment.
- I will only log on to the college network / cloud storage (Office 365) with my own user name and password.
- I will follow the college's IT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my college e-mail address for college related communication.
- I will make sure that all IT communications with students, teachers or others are responsible and sensible.
- I will be responsible for my behaviour when using the internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a college project approved by my teacher.
- Images of students and/or staff will only be taken, stored and used for college purposes in line with college policy and will not be distributed outside the college network without the permission of the Principal.
- I will ensure that my online activity, both in college and outside college, will not cause the staff, students or others distress or bring my college into disrepute.
- I will respect the privacy and ownership of others' work online at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, college sanctions will be applied and my parent/carer may be contacted.

I have discussed the Acceptable IT agreement and Online Safety Rules use with my son/daughter and will encourage him/her to follow them and agree to support the safe and responsible use of IT at St Benedict's Catholic College.

Signature _____ Date _____
Parent/Carer

I have discussed the Acceptable IT agreement and Online Safety Rules with my parent/carer and I agree to follow the rules and to support the safe and responsible use of IT at St Benedict's Catholic College

Student Signature _____ Date _____