



St Louis E-Safety and ICT Acceptable Use Policy Summary

1. The purpose of Internet use, and the use of IT equipment in school, is to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the school's management information and business administration systems. There are many benefits to the use of such technologies including but not limited to access to learning wherever and whenever convenient.
2. Pupils must be encouraged to act responsibly when using the Internet and to report any concerns they may have to a member of staff immediately.
3. The school will grant pupils and staff access to software, their user areas, the VLE and email from home using their own ENNI username and password. Pupils will be held responsible for the contents of their school documents including any materials that are uploaded from home.
4. The school will work with ENNI and DENI to ensure appropriate internet filtering is in place.
5. Pupils will be allowed to take part in discussion forums that are controlled by staff within and outside school using the schools VLE or school controlled social networking site Mahara.
6. Pupils in 6th form may access the schools Wi-Fi system only using approved devices and with parental and school permission.
7. Pupils will be given a printing allowance for the year that is adequate number of printing credits for the school year. Requests for additional printing credits will be consider and charged for.
8. The Policy on emerging technologies will be reviewed on an annual basis to take account of the risks associated with them. However, mobile phones will not be used by pupils without permission during the school day between the hours of 9am and 3:30pm. This includes the use of any mobile technology to access the Internet or World Wide Web through the schools network or the public telecommunications network.



St Louis Grammar School

A Specialist School for Technology and Computing

9. Pupils must adhere to the rules in regards to e-safety. These will be posted in all IT rooms.
10. Pupils may only use approved e-mail accounts on the school system and email must be used for educational purposes only.
11. Any attempts to access inappropriate or social networking sites by circumventing the schools filters, using mobile devices or mobile internet in school, or through the use of anonymous proxies, will be dealt with as “serious misconduct”. If the school feels that a pupil has brought its reputation into disrepute by publishing online unsuitable comments, images, videos or voice recordings about pupils or members of staff, or through publishing unsuitable materials that may appear to be linked to the school or identify the school in any unfavourable way, then these matters will be investigated and suitable sanctions imposed.
12. Pupils and staff who are subject to inflammatory or defamatory comments, or are subject to online bullying, will be encouraged to report such incidences to the school and were necessary to the police or social networking site in question.
13. Parents are encouraged to closely monitor the use of the Internet and social networking sites by their children on home PCs or mobile devices. Parents are encouraged to contact members of staff to report issues as highlighted in point 11 above.
14. Pupils must be aware that access to the schools’ IT facilities maybe withdrawn at any time if used in an appropriate manner. In such circumstances access will be reviewed before the pupil is allowed back into the system.

A full copy of this Policy is available on request from the school.