

# Acceptable Use Agreement

## Secondary School Students



**ST CLARE**  
Catholic Multi Academy Trust



### Sharing the love and goodness of God with everyone

At the heart of this mission are two key teachings:

**Jesus said, "If you have love for one another, then everyone will know that you are my disciples"**  
(John 13:35)

**St Julie tells us, 'Ah qu'il et bon le bon Dieu' (How good is the good God)**

#### How do we achieve this?

To carry out our mission we apply and evaluate ourselves against the 7 Hallmarks of the Notre Dame Learning Communities. The Hallmarks are the characteristics, values and activities of a Notre Dame learning community.

1. We proclaim by our lives even more than by our words that God is good.
2. We honour the dignity and sacredness of each person.
3. We educate for and act on behalf of justice and peace in the world.
4. We commit ourselves to community service.
5. We embrace the gift of diversity.
6. We create community among those with whom we work and with those we serve.
7. We develop holistic learning communities which educate for life.

**Adopted by St Clare Trust Board;** June 2022

**Next review by St Clare Trust Board;** June 2023

**Reviewed by Local Academy Committee;** January 2023

## **St Clare Catholic Multi Academy Trust Acceptable Use Agreement for Secondary Aged Students**

This Acceptable Use Agreement is intended to ensure that students use school information systems in a safe way and that these are kept operational for the benefit of the school community.

By accessing any school IT systems, either on a school device or one that you own, you agree to the following:

### Acceptable Use Policy Agreement

- You will use school systems in a responsible way, to ensure that there is no risk to your safety or to the safety and security of the systems and other users.
- You are reminded that behaviour whilst using school systems should be no different from any other time at school and normal behaviour policies apply to all aspects of school digital life.
- Usage of school systems is monitored and logged. Your activity and data may be viewed by a member of staff at any time.

### Security

- You must keep your username and password safe and secure – do not share it, or attempt to use any other person's username and password. If you think someone else knows your password you should change it as soon as possible.
- Do not disclose or share personal information about yourself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- Please report any unpleasant or inappropriate material or messages that makes you feel uncomfortable when using the school systems.
- Any attempt to run unauthorised software, defeat any security systems, introduce viruses intentionally or otherwise attempt to cause damage of any sort, will result in your account being suspended and normal school disciplinary procedures will apply.

### The Internet

- All usage of the internet is monitored and filtered to provide as much safety as possible to all and your internet history may be reviewed.
- You must not attempt to use the internet for any purpose not consistent with our values as a school or attempt to circumvent the filtering that is in place.

Any attempt to do so is seen as a serious breach of school discipline and will be treated accordingly.

#### Email

- All email is filtered and logged. Messages may be reviewed by staff.
- Please be aware that malicious email may get through the filter. If you see a message you are unsure of do not open it and seek IT advice. Do not click on any links that you are unsure of and if in doubt please ask.

#### Using your own device

You are welcome to connect your own device (e.g. tablet, phone or laptop) to the Notre Dame High School wireless network. Your usage will be filtered and monitored as for any other device in school and you are subject to the same rules as if you were using a school device as well as the following:

- You must only use your device during lessons with the teacher's permission and only in the manner directed.
- You must not take photos or make recordings of other people without their knowledge and consent, and in lessons without the knowledge and consent of the teacher. Please be aware, if you share any photos or videos of any member of the school community (electronically or otherwise), you are legally responsible for any consequence of your actions.

**Please complete the following to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.**

Student Acceptable Use Agreement Form

This form relates to the Student Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices  
USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to school e.g.  
communicating with other members of the school community, accessing school email,  
website, etc.

Name of Student: \_\_\_\_\_

Group / Class: \_\_\_\_\_

Signed by Student: \_\_\_\_\_

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

Signed by Parent/Carer: \_\_\_\_\_

Name of Parent/Carer: \_\_\_\_\_