

Student ICT User Agreement

Reviewed:	September 2024
Next Review:	September 2025

This ICT User Agreement clearly states what is acceptable and what is not acceptable when using the College ICT systems. It also applies to the use of personal social media where individual actions can impact on members of the College community and the reputation of the College. The College ICT systems are owned by the College and include — all types of ICT equipment, the College network and intranet, email, the Internet and all mobile technologies.

Please be aware that it is an offence to use the College ICT systems for a purpose not permitted by the college.

Loreto is aware that the breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:

Content: being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.

Contact: being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes’.

Conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and

Commerce - risks such as online gambling, inappropriate advertising, phishing and or financial scams.

I know:

- That I must use the College ICT systems in a responsible way to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.
- That people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place with a trusted adult present.
- That bullying in any form (on and off line) is not tolerated and I know that technology should be not be used for harassment.
- Cyberbullying is a form of Peer on Peer abuse and will be dealt with very robustly under Loreto’s Anti-Bullying and Student Behaviour Policies.
- That it may be a criminal offence or breach of the College policy to download or share inappropriate pictures, videos, recordings, or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18.

I will:

- Only use the College ICT systems, including the Internet, e-mail, digital video and mobile technologies for College purposes.

- Only log on to the college network, other systems and resources with my own user name and password.
- Always follow the College's e-Safety policy and not reveal my passwords to anyone or allow anyone (other than a technician or teacher) to use a computer that I have logged on to.
- Make sure that all IT communication with students, teachers or others is responsible and sensible.
- Be responsible for my behaviour when using the College's ICT equipment and the Internet. This includes resources I access and the language I use.
- Ensure that my online activity, both in College and outside College, will not cause my College, the staff, students or any member of the College community, distress or cause any damage to the reputation of the College or members of staff including uploads of images videos, sounds or texts.
- Respect the privacy and ownership of other's work on-line at all times.
- Only save files/images related to my College work.
- You must obtain permission before taking any photographs of staff, students or any other persons on college site or on college business.
- Only use my own personal devices e.g. mobile phone in class or other study areas e.g. the library, if I have permission from the teacher. I understand that, if I do use my own devices in College, I will follow the rules set out in this agreement and the BYOD agreement, in the same way as if I was using College equipment.
- Only access Internet sites that are appropriate for use in college.
- Respect copyright and trademarks. I understand that work copied from the Internet must not be presented as my own work. The source of copied work must be given. If in doubt I should ask the teacher.
- Inform the teacher or another adult if I see, hear or read anything which makes me feel uncomfortable while using the college computer system.
- Inform a teacher or other adult if I receive any kind of abuse on a computer or any other digital device (e.g. mobile phone, computer, tablet) either in college or at home.
- Always be polite and act in a responsible manner when in a supervised educational chatroom which has been authorised by the teacher. The same rules for email (see below) apply in a chatroom.
- Accept that my actions on the College's ICT system will be monitored and that the College may check my computer files and Internet activity and delete files which it considers to be inappropriate.
- Report any ICT fault to the teacher and under no circumstances attempt to fix suspected faults myself.

I will not:

- Attempt to log on to any computer or the VLE college intranet using someone else's user name and password, nor will I use a computer that has been logged on by another student or member of staff.
- Access, copy, remove or otherwise alter any other user's files.
- Bypass, or attempt to bypass the college internet filtering system in order to gain access to internet sites that have not been approved by the College and which may contain inappropriate content such as pornographic, racist, offensive, radical or extremist material of any kind, such as referred to in the Prevent Duty Guidance.

- Engage in Cyberbullying: bullying via mobile phone or online (for example email, social networks and instant messenger).
- Send anonymous messages or chain emails to anyone.
- Use or send any communication, offensive images, texts, threatening or abusive language, nor any language which might incite hatred against any ethnic, religious or other minority group, that might cause upset or distress to any member of the college community either in or out of college.
- Download or install or attempt to download or install software of any type on College computers or other equipment.
- Deliberately browse, download, upload or forward material that could be considered offensive, inappropriate, illegal, extremist material of any kind, such as referred to in the Prevent Duty Guidance. If I accidentally come across any such material I will report it immediately to my teacher.
- Use my mobile phone or other personal mobile device during formal College occasions e.g. Assemblies or during lesson time unless I have permission from the teacher to connect to the College Wi-Fi network.
- Reveal personal information about myself or any other student e.g. name, address and telephone numbers, through the college intranet, email, personal publishing, blogs, or messaging.
- Use the College ICT system for personal financial gain, gambling, gaming, shopping, political purposes or advertising.
- Intentionally waste resources change any computer settings or deliberately damage computer equipment.
- Print anything that is unrelated to my work. I understand that all printer use is recorded and monitored.

Email

Students should only use their college email account for educational purposes.

- I will be responsible for emails I send and for contacts made.
- I will not disclose personal information about myself or any other student e.g. addresses and telephone numbers etc. must not be given.
- I will write emails carefully and politely. As messages may be forwarded, email is best regarded as public property.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have concerns about the validity of the email.

Generative Artificial Intelligence

The College is aware that some students may want to use generative artificial intelligence (GAI), for example ChatGPT, to help their learning. The College expects that students will do this ethically and will follow guidance from teachers on how they can use GAI.

However, if students are suspected to have used ChatGPT and/or other GAI to produce work, for example homework, or coursework, which they claim to be their own, then the College will consider this as plagiarism and will address this through the relevant college policies. The onus will be on the student to prove that any work

suspected to have been plagiarised to be their own, for example by providing drafts and/or other evidence of support, for example email conversations with teachers demonstrating that the work is their own.

Personal Use of Social Media (Examples include Facebook, Twitter, YouTube, Instagram and Snapchat)

Remember that any information you share through social networking applications, even if it is on private spaces, is still subject to copyright and other laws.

- I will not access or attempt to access a member of staff's personal social media account.
- I will not attempt to communicate with any member of staff using a personal social media account.
- I will not post any communication which may cause distress to any member of my college community or which could damage the reputation of the college or any of its staff.
- I understand that it is in my own interest to set appropriate security settings on my social media accounts.

I understand that:

- I am responsible for my actions in and out of College, and that the College has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement, when I am out of College and where they involve my membership of the College community (examples would be cyberbullying, use of images or personal information).
- User areas on the College ICT system will be closely monitored and staff may review and delete my files if they are not appropriate or if they pose a threat to the security of the college network.
- The College takes the security of lessons very seriously; in the same way that access to our College campus is restricted to Loreto students only, this also applies to online lessons. This is part of the College's safeguarding procedures which aim to create a safe and secure learning environment for all Loreto students. Online lessons must not be recorded at home or stills captured from the lessons. Lessons must not be re-broadcast by students or parents/carers including to social media platforms.