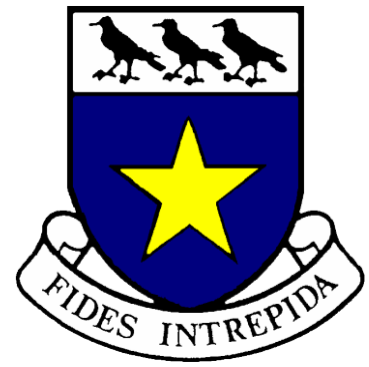


## E-Safety Agreement: St Joseph's College



*Within this document St Joseph's College will be referred to as 'the College and the student who is named at the beginning of the agreement is referred to thereafter as 'I'. Teachers, parents, carers and members of the College staff are referred to as 'authorised adults.'*

### **The Agreement:**

This is an agreement between (Student name) \_\_\_\_\_ and St Joseph's College regarding the use of College provided e-mail accounts. The College will only provide students with e-mail accounts on the basis of this agreement and for as long as the conditions within the agreement are upheld.

### **The Purpose:**

The purpose of College e-mail accounts are to provide a safe and effective way for students to communicate with each other, with members of the College's staff and with select other individuals, as authorised by a parent/carers or teacher.

### **The Conditions of Use:**

The College e-mail accounts are subject to several conditions. If you are found to be using the e-mail accounts in a way that does not meet these conditions, your account will be suspended. You will also face other sanctions as appropriate. These sanctions could include, but are not limited to: a ban from using all ICT resources in school, exclusion, a parental meeting, whole school detention etc. Students must:

- a. Not log on using another user's e-mail account details.
- b. Not interfere with another user's e-mail account whilst they are logged in.
- c. Not use the e-mail account to store or share unauthorised files: videos, games, music, offensive materials (e.g. sexually explicit/ pornographic, racist or violent images, video or literature.)
- d. Only use e-mail account for purposes relating to school work as agreed by an authorised adult.
- e. Always inform an authorised adult immediately if contacted by someone unknown to them, or from outside of the College community.
- f. Only contact members of College staff regarding school work and only when that member of staff has requested e-mail contact specifically.
- g. Not use the e-mail account in such a way as to hurt, bully, or cause offence to another individual whether adult or child, from within or outside of the College.
- h. Never use the e-mail account to give personal information to another individual and always inform an authorised adult if personal information is requested via the e-mail account.
- i. Always inform an authorised adult if inappropriate material (videos, games, music, offensive materials (e.g. sexually explicit/ pornographic, racist or violent images, video or literature.)) is sent via the e-mail account.
- j. Always inform an authorised adult if concerned about any e-mail they have sent or received.

- k. Understand that any communication sent from the College's e-mail account bears the name of St Joseph's College and therefore must uphold and not risk, the College's mission statement and reputation.

**Privacy:**

The College e-mail accounts remain in the control of the College at all times. This means that all emails to and from these accounts are subject to monitoring, reviewing and tracking by authorised adults in order to ensure the safety of our students.

**Signing the Agreement:**

The trust between pupils and school staff is essential to the College but sometimes this trust is abused. Email, text messaging, forums and chat rooms all provide additional channels of communication between staff and pupils and inappropriate behaviour has been known to occur in schools. For this reason we ask students to sign this agreement to acknowledge the terms and conditions upon which they are provided an College e-mail account.

*I understand this agreement and sign below to declare that I promise to abide by the terms and conditions as stated above.:*

Signed:\_\_\_\_\_

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

DO NOT COPY