

ICT Acceptable Use Policy - Guidelines

The school has the responsibility of providing you with safe, reliable and useful ICT resources (network, internet, learning platform etc.) that will help you make the most of your learning opportunities. You have a right to use these resources, with this right however, come the following responsibilities:-

I will read, understand and follow these guidelines; I will take responsibility for my own use of all ICT making sure that I use technology safely, responsibly and legally.

This means:-

- I will take personal responsibility for my own e-safety e.g. when online, I will not give out any personal details or arrange to meet someone without the permission of my parent, carer or teacher (further advice is available at <http://www.thinkuknow.co.uk/>).
- I will use email, messaging, mobile apps and social networking responsibly and always will be polite and respectful. When operating school equipment I will only use software, email, messaging, mobile apps and social networking systems that are approved by the school. If I see an email, message or update that I do not feel comfortable with I will inform my teacher, parent or carer. I will never use ICT for bullying or harassing others or in a way that will damage the school's reputation.
- I will not intentionally gain access to unsuitable or illegal websites e.g. pornography, sexism, racism, homophobia, encouraging violence and I will report, as soon as possible, accidental access to such sites. If I see website that I do not feel comfortable with I will inform my teacher, parent or carer.
- When I am browsing the web I will ask "Is it true?" I will not assume that information published on the web or written in an email is accurate or true.
- My parents/carers consent to me using YouTube at school, with age-appropriate filtering applied
- I will not download or install any software or files on school's ICT equipment (unless it is a requirement of on agreed course of study) or open emails or attachments from people that I do not know.
- If I use a flash drive (USB memory stick) in school I will a run an anti-virus check on it before using with school equipment.
- I will NOT connect any personal devices to the WIRED school network.
- I will ensure that photos, videos or audio recordings will only be taken with the permission of those present and that these will be stored on the school network and used for school purposes only and not be distributed outside the school network without the permission of the Head teacher.
- I will not publish material which could damage the school or its reputation.
- I will only access school computer equipment and applications using my own login and password, which I will keep secret.
- I realise that if I access files that are not my own (hacking) I may be breaking the law. (Computer Misuse Act 1990).
- I will ensure that my work is my own and is not copied. I understand that if I use someone else's work that I may be breaking the law. (Copyright, design and patents law). I will always include a reference to where I sourced the information. I will not copy other people's work and pass it off as my own (plagiarism).

- I will use school ICT equipment with care and tell my teacher of any damage which occurs as soon as possible.
- I will think and then preview before I print. I will regularly review my files and delete them when no longer needed. I will only store school-related files and images on the school network. I will use the school's network resources responsibly.
- I will only use school ICT equipment for school related work.
- I understand that the School may check my computer files, may monitor the internet sites that I visit and read my emails.
- The school does not accept any responsibility for any personal items lost, damaged or stolen etc. Insurance for any device brought to school is the responsibility of parents/carers.

Failure to comply with these guidelines may result in detention, channelling or exclusion dependent upon the circumstances. The following specific consequences may also apply:-

- My computer account will be restricted for an agreed period of time.
- My parent or carer will be informed and my account will be restricted for an agreed period of time.
- I will be asked to attend a meeting with my parent / carer and school staff to discuss what has happened.
- My computer account will be suspended for an agreed period of time.
- My computer account will be permanently closed and if applicable police and/or other agencies will be informed.

Student Agreement:-

Name: Class:

Student Signature: Date:

Parent/Carer Agreement:

Parent/Carer Signature: Date: