

ICT ACCEPTABLE USE POLICY

PUPILS



REVIEWED FEB 2018



Georgian Gardens CP School

Pupil Acceptable Use Policy

Review by: B Alcorn and B May

Approved by: Head Teacher

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Acceptable Use Policy – Pupils

This Acceptable Use Policy is intended to ensure:

- That all young people will be responsible users and stay safe while using computers, the internet and other communications technologies for educational, personal and recreational use;
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Personal safety:

Pupils will:

- Understand that the school will monitor their use of the ICT systems, email and other digital communications;
- Treat usernames and passwords like their toothbrush – They will not share it, nor will they use any other person's username and password.

Pupils will act as they expect others to act towards themselves:

Pupils will:

- Respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission;
- Be polite and responsible when communicating with others;
- Not use strong, aggressive or inappropriate language and appreciate that others may have different opinions;

- Not post inappropriate, untrue or harmful/hurtful information about this school or members of the school community (staff, pupils, governors etc.) on the Internet, including social networking sites. This includes in pupils' own time and using equipment not owned by the school;
- Not take or distribute images of anyone without their permission;
- Understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will they try to use any programs or software that might allow them to bypass the filtering/security systems in place to prevent access to such materials;
- Immediately report any damage or faults involving equipment or software, however this may have happened;
- Not open any attachments to emails, unless they know and trust the person/organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programs;
- Not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will they try to alter computer settings.

To understand that they are responsible for their actions, both in and out of school:

Pupils will:

- Understand that the school also has the right to take action against them if they are involved in incidents of inappropriate behaviour that are covered in this agreement, even when out of school, if they involve their membership of the school community (examples would be cyber bullying, use of images or personal information);
- Understand that if they fail to comply with this Acceptable Use Policy Agreement, they will be subject to disciplinary action. This may include a range of sanctions agreed by the school e.g. loss of access to the school network/internet, contact with parents and in the event of illegal activities or cyber bullying involvement of the police;
- Not use personal hand held/external devices (mobile phones etc.) in school, unless they have specific permission to do so. They will understand that, if they do use personal devices in school, they will follow the rules set out in this agreement, in the same way as if using school equipment.

Acceptable Internet Use

To be aware of “stranger danger”, when communicating on-line. This means:

Pupils:

- Will not disclose or share personal information about themselves or others when on-line;
- Will immediately report any unpleasant or inappropriate material or messages, or anything that makes them feel uncomfortable, when they see it on-line.

To understand that everyone has equal rights to use information technology as a resource and:

- To understand that the school ICT systems are intended for educational use and that they will not use the systems for personal or recreational use, unless they have permission to do so;

- Pupils will not try (unless they have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work;
- Pupils will not use the school ICT systems for file sharing, or video broadcasting (e.g. YouTube), unless they have permission off a member of staff to do so.

When using the Internet for research or recreation, pupils recognise that:

- They should ensure they have permission to use the original work of others in their own work;
- Where work is protected by copyright, they will not download copies (including music and videos);
- When they are using the Internet to find information, pupils should take care to check that the information they access is accurate.