



Rushen Primary School

ICT Acceptable Use Policy

This document outlines pupils' responsibilities and expectations when using school ICT equipment.

The following expectations also apply when accessing information and programmes at home.

1. I know that the following expectations apply to me at all times when I am using school ICT equipment such as computers, cameras, software and networks.
2. I will take care when I am using school ICT equipment. I will not break or damage any school equipment and if anything gets broken, then I will report it to a teacher straight away.
3. I will not bring my own ICT equipment to my school unless I have been given permission by a teacher. If I am allowed to bring my own ICT equipment, then I will obey all the extra rules I will be given about how I can use it.
4. I will always log-on using my own user-name and password. I will not tell my log-in details to anybody else. I know that I am responsible for everything that is done using my log-in details. If I think that somebody else knows and has used my log-in details, then I will tell a teacher so that my log-in details can be changed.
5. I know that my use of school ICT could be watched and recorded at any time. By using ICT equipment in my school I agree that everything I do can be watched and recorded. If I do anything that is not allowed, then I know there will be consequences and if I do anything that is seriously wrong then I know that other organisations (such as the police) may be contacted.
6. I will not try to access any websites, services, files or other resources that are blocked or which I am not allowed to try to access.
7. My use of school ICT equipment will only be for school uses unless a teacher has given me permission to do other things at certain times.
8. If I am downloading music, video or images, I will check with my teacher that it is legal and copyright free. I understand that music and video files are often put on the Internet illegally and that by using those files I will be breaking the law.
9. I will not try to view, share or post any material that is unsuitable for my school. If I accidentally see any material of this type then I will immediately tell a teacher. I will not be told off if I accidentally view unsuitable material and by reporting this I know that I will help to improve the e-safety of my school.
10. I understand how to stay safe when I am online and will not tell anybody any of my personal details, including my address and telephone numbers, when I am using school ICT equipment, especially when I am on the Internet. I will never pass-on the personal details of another person. I know that this applies whenever I am using the Internet both at school and elsewhere.
11. I will behave properly at all times when I am using ICT. I will not bother, bully, lie, insult or behave badly towards other people. I will be polite at all times.

If I don't meet these expectations, my use of ICT in school may be limited or completely stopped. My activities may also be reported to other people.

Signed (child) (parent)