



## ICT – Acceptable Use Policy for Pupils

**Infants - years 1 – 2 to read with teachers at school and with parents at home**  
**Juniors - years 3 – 6 to read and sign, then parents sign and return to school**

This is a document, signed by pupils **AND** their parents/guardians, detailing the ways the computer systems (including Internet and email) can and cannot be used. It is based upon observation carried out on pupils within schools over a five-year period and what is considered to be good practice in educational establishments at the present time. The school reserves the right to change this policy, alerting parents via email or specific letter.

The Acceptable Use Policy and the associated Declaration form part of the ICT/e-safety Policy.

### ICT Suite

- No food or drink is to be taken into or consumed in the ICT Suite.
- Hands must be clean.
- Keyboards, mice, mouse mats, monitors, cables and chairs must be left tidy.
- Computers are primarily for work therefore noise levels must be kept to a minimum.

### Printers

Good practice must be exercised when printing.

- Only print schoolwork.
- Only print when absolutely necessary.
- Make sure your name is on the work you are printing out.
- Always check that your work is finished (including spelling).
- Avoid wasting paper.
- Only press print once. Do not keep pressing 'print' if nothing happens.
- Remember to collect your printouts from the printer.

### Logging on

- You are only allowed to use your **class** "Username" & password
- You must never attempt to alter system settings and software.
- You must not attempt to install software on the system.
- You must log off when leaving a computer to prevent someone else using your login.

### Internet and E-mail

You must always behave in a responsible way, paying particular attention to the following:

- Never attempt to look for unsuitable/rude/illegal pictures or information. If you find anything like this by accident, close down those pages **immediately**. Remember that the pages you visit, and for how long, are logged. **Tell a teacher what you have found.**
- Do not "download" unnecessary material. It can contain viruses and pictures can take up a lot of disk space on the server.
- 'Chat rooms' and social networking sites, such as Bebo and Facebook are **not** to be used.
- The playing of games is **not** permitted unless of an educational nature and with staff permission.
- Do not access your personal email accounts.
- Do not reveal personal details such as your name, age, address and telephone number to anyone online.

### Interactive Whiteboards

- You must only touch or use them with staff permission.
- You must not use any type of ink pens on an interactive whiteboard.
- You must not stick anything to, poke or scratch an interactive whiteboard.

**Mobile Devices**

- Only Year 6 boys who walk to or from school may have a mobile phone. To do so, you must have written permission from the Deputy Head before you bring a mobile phone or other electronic device into school, and provide a good reason why you need to do so.
- You must switch off any device you bring in while on school premises unless authorised by a member of staff.
- You must leave any device that you bring into school with the School Office unless authorised by a member of staff.
- You must not record video, pictures or sound whilst at school or on any school trip.
- You must not take a device on a school trip.

**General**

Irrespective of whether electronic devices are used or not, boys are expected to show consideration for others at all times. All boys will be held accountable for their own actions.

**No boy will be allowed use of the School Internet and other electronic facilities unless both he and his parents/guardians have completed this form. In addition, they will not be allowed to use the Computer Room in 'free time' unless this form has been completed.**

**PUPIL**

I have read and accept the Acceptable Use Policy.

I agree to comply with the school rules on the use of all ICT facilities. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Pupil Signature .....

Date: ..... / ..... / .....

**PARENT/GUARDIAN**

I have read and accept the Acceptable Use Policy.

As the parent or legal guardian of the pupil signing above, I grant permission for him to use all ICT facilities including electronic mail and the Internet. I understand that pupils will be held accountable for their own actions.

I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for him to follow when selecting, sharing and exploring information and media.

Parent/Guardian Signature .....

Date:..... / ..... / .....

Parent/Guardian Signature .....

Date:..... / ..... / .....

Name of Pupil .....

Class: .....