



## Hollinswood Primary School and Nursery

### ICT Pupil Acceptable Use Policy

#### Aims of this Policy

In order for us to provide full and fair access to ICT resources for all pupils, we need users to be aware of the range of risks associated with Internet technologies and make a commitment to use them safely and responsibly by agreeing to the conditions of acceptable use that are outlined below:

#### Personal Responsibility and Safety

- I will take responsibility for my own use of all ICT making sure that I use technology **safely, responsibly** and **legally**.
- I will only access computer systems 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 will be breaking the **Computer Misuse Act 1990**.
- 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 I have met online.
- I understand that the School may check my computer files, may **monitor** the Internet sites that I visit and monitor the content of my emails.

#### Acceptable Use

- I will **not download** or install any software or files on school's ICT equipment or open emails or attachments from people that I do not know.
- I will not intentionally gain access to **unsuitable or illegal sites**. I will report as soon as possible accidental access to such sites. I understand that my report will be confidential and would protect other pupils and myself.
- I **will not** try to use the school ICT systems for on-line gaming, internet shopping, file sharing, or video broadcasting (eg YouTube).
- I will ensure that my work does not break **The Copyright, Design and Patents law**. I will always acknowledge the source of information (words, images etc) I use. 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.

#### Network Etiquette

- I will use email responsibly and always be **polite and respectful**. I will only use email systems, chat rooms and other messaging methods that are approved by the school.
- I will **never** use ICT for bullying or harassing others or in a way that will bring the school into disrepute.
- I will **respect others' work and property** and will not access, copy, remove or otherwise alter any other user's files.
- I **will not** take or distribute images of anyone without their permission.
- I will use **network resources responsibly** e.g.
  - 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 only use the ICT equipment for school related work

### **Out of School:**

- I will not be involved in incidents of inappropriate behaviour that are covered in this agreement when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I will report immediately any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line and will retain a copy of any inappropriate text messages or emails that have been received.

Teaching staff are aware of this acceptable use policy for pupils. In the Foundation Stage and Key Stage One, teachers will safeguard pupils from the risks above as much as they are able. At Key Stage One, pupils will begin to be taught about e-safety, learning the importance of reporting anything unsuitable that they see and keeping their personal details private. They will also be taught to look after school equipment and report any damage.

At Key Stage Two, teachers will go through the separate points within this policy with their pupils. They will teach them the importance of personal safety and acceptable use. Pupils will agree to abide by the policy and understand the consequences if they do not.

**The school's ICT systems and network cannot be regarded as private, and user accounts will be subject to random monitoring. They should be used primarily for school purposes but occasional personal use is permitted. All ICT activities must conform to the norms of moral decency and not contravene ICT or other relevant legislation.**

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