ACCEPTABLE ICT USAGE POLICY FOR PUPILS

FOREST OAK SCHOOL
&
MERSTONE SCHOOL

Reviewed: July 2016

ACCEPTABLE USE POLICY FOR PRIMARY PUPILS

- I will ask before I use the school ICT equipment at break times or after school

- I will keep my password private

- I will look after all the school ICT equipment and use it properly

- I will always ask before downloading from the internet or using material I have brought into school because I understand the risks from virus infections

- I will only put my own work on the internet

- I will only take a photograph or video of someone if they say it is alright

- All of the messages I send will be polite

- I will not send messages which upset other people

- I will tell an adult if I see anything which upsets me

- I will not give away my personal information or talk to people I do not know using the internet

- I understand that the school may check my use of ICT and talk to my parent or carer if they are worried about my eSafety

- I understand that if I do not follow these rules I may not be allowed to use the school computers or internet for a period of time, even if it was done outside school

Pupil Name: _____

Signed: _____

ACCEPTABLE USE POLICY FOR SECONDARY IN SCHOOL

- I will only use the school ICT equipment for purposed I have agreed with a member of staff

- I will keep my password and login private

- I will not interfere with anyone else's passwords, logins, settings or files on the computer

- I will always seek permission before downloading material from the internet or using material I have brought into school because I understand the risks from virus infections

- I understand that I should only publish material on the internet that is my own work

- I know I need permission to take someone's photograph or video them

- Any messages I post on the Learning Platform or send in an email will be polite and responsible

- I will not send or forward messages or create material which is deliberately intended to cause upset to other people

- I will inform an adult if I see or receive any unpleasant material or messages

- I know I must take care about giving away my personal information and making contact with people I do not know using the internet

- I understand that the school may check my use of ICT and contact my parent/carer if they are concerned about my eSafety

- I understand that if I do not follow these rules I may not be allowed to use the school computers or access the internet for a period of time and that this may apply even if the activity was done outside school

Pupil Name: _____

Signed: _____