

Pupil ICT Acceptable Use Policy

These rules help us to be fair to others and keep everyone safe.

- I will only use ICT (Internet, Chromebooks, iPads, computers) in school for schoolwork and homework.
- I will ask permission from a member of staff before using the Internet and will only search the Internet in ways that my teacher has approved.
- I will not copy other people's work and say that it is my own. I will respect ownership by crediting or referencing text and images I take and use from another source checking copyright permissions.
- I will keep my G Suite/Chromebook login and password private unless I need to share them with my teacher or trusted adult at home. I will never try to gain access to others' accounts.
- When working collaboratively in G Suite Apps I must not interfere with delete or alter others' work without their or my teacher's permission.
- I understand that I am responsible for my own behaviour on the Internet this includes the materials I choose to access, and the language I use for communication.
- I will only use my school/class emails and I will only email people I know, or my teacher has approved. If I receive messages I do not like, I will tell a teacher immediately.
- The language I use in email communications or when using the commenting element of G Suite Apps, will be polite, respectful and constructive. I will only contact and share my work when I have permission to do so from my teachers or my trusted adult, if I am doing schoolwork at home.
- I will ask my teacher what action I need to take if messages appear on my screen at school or my trusted adult if I am doing schoolwork online at home.
- I will not look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will tell my teacher immediately. I will report any problem, concern or incidents that I feel uncomfortable about to my class teacher or other member of staff in school.
- I will not send or forward messages or create material that is deliberately intended to upset other people. I understand that the repeated sending of these types of messages is online bullying, which is never acceptable.
- I understand that I must not share my own or anyone else's private information such as name, phone number or home address on the internet or arrange to meet someone without asking my trusted adult.
- I know the dangers of sharing photographs or videos online. I must not upload any without asking permission from my teachers or trusted adult and only after they have checked to make sure sharing them will not be a risk to other people's safety or mine. I must always ask a person for their permission before I take their photograph or make a video including them.
- I understand that the school may check my G Suite account, computer files and the Internet sites I visit and that my parent/carers will be contacted if a member of school staff is concerned about my safety.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep myself and other members of our school community safe. I understand that if I break these rules my parent/carers may be contacted and school sanctions applied. This may result in not being allowed to use the Internet or ICT equipment.
- I will behave responsibly when using the school's ICT equipment treating it with care and respect. I will not try to change any settings on a Chromebook, iPad or computer without permission from a member of staff