**ICT Acceptable Use Policy for Pupils**

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| Approved By: Kathryn Parkinson |
| Date: September 2022 |
| Next Review Date: August 2023 |

**This policy should be read in conjunction with the schools ICT Policy.**

**The following information is intended to keep you safe as a pupil both within our setting and also in your personal life.**

**Use of the Internet**:

The internet is not to be used to access anything which is illegal, or anything that someone else may find offensive. This includes indecent images, extremist or discriminatory material, racial or religious hatred. If you are unsure, or if you come across anything which makes you feel uncomfortable, you should turn your computer monitor off and let a teacher know.

**Logins and Passwords**:  
Every person has a different computer login and password. You should never allow anyone else to use your details.

Change your password if you think someone else may have your details.

**Social Networking:**

Never upload pictures or videos of others without their permission. It is not advisable to upload pictures or videos of yourself as they can easily be manipulated and used against you. You should never make negative remarks about the school or anyone within the school. Always keep your personal information private. Consider using a nickname and only inviting people you know. Universities and future employers search social networking sites in order to carry out background checks on students.

**Extremism and radicalisation**:

Individuals, groups and organisations with extremist and radicalised views use the internet to exert influence on young people. Do not access any websites or social network pages that promote such views. The school has systems in place to block extremist material and monitor students who try to access it. Any student found accessing such material will be spoken to by senior staff in school and if deemed appropriate will also be referred to external support and if needed to the relevant authorities.

**Profiles:**

Beware of fake profiles and people pretending to be somebody else. If something doesn’t feel right follow your instincts and report it to an appropriate adult. Never create a false profile as a joke and pretend to be somebody else. This can have serious consequences.

**Chat Rooms**:

Some social networking sites have a chat facility. You should never chat to anyone that you don’t know or don’t recognise. You should never meet a stranger after meeting them online. If you do, always inform your parents and take one of them with you.

**Security:**

You should never try to bypass any of the security in place, this includes using proxy bypass sites. This security is in place to protect you from illegal sites, and to prevent hacking into other people’s accounts.

**Copyright:**

You should never take information from the internet and use it as your own. A lot of information is copyright, which means that somebody else owns it and it is illegal to use this information without permission from the owner. If you are unsure, ask an adult.

**Etiquette:**

Be respectful online; don’t be abusive. Consider what you are saying, and how somebody else might read it as some things you write may be read incorrectly. If you wouldn’t say something to someone in person then you shouldn’t be writing it to them on the internet.

**Mobile Phones:**

Phones are to be handed in at the start of the school day and will be kept safely and will be returned at the end of the school day. Never take inappropriate pictures of yourself and send to your friends or upload onto social networking sites. Never forward inappropriate pictures that you have received from somebody else.

**Use of ICT in lessons**:

ICT facilities must be used only as directed by the class teacher. Any other use of ICT during lesson time will be considered off task and pupils will be encouraged to refocus their attention to the task they are working on.

**Cyber-bullying**:

Never use the internet or other ICT communication to bully or make fun of people. It can have very serious consequences. Report incidents of cyber-bullying to a responsible adult.

**ICT equipment**:  
Treat all school equipment with care and respect.

**Consequences:**

Failure to follow this guidance, or deliberate misuse of school ICT, may result in a consequence.

**Agreement and Understanding**

*The school assumes you have read and understood all of the above and that you understand that any of your electronic communications could be looked at if they are related to your well-being, and that you understand that any electronic communications related to school are not entirely private. Pupils are to read, sign and date Appendix (i) at the start of each academic year.*

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| **Acceptable use of the school’s ICT facilities and internet: agreement for pupils and parents/carers** |
| **Name of pupil:**  **Date:**  **Signed:** |
| **When using the school’s ICT facilities and accessing the internet in school, I will not:**   * Use them for a non-educational purpose * Use them without a teacher being present, or without a teacher’s permission * Use them to break school rules * Access any inappropriate websites * Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity) * Use chat rooms * Open any attachments in emails, or follow any links in emails, without first checking with a teacher * Use any inappropriate language when communicating online, including in emails * Share any semi-nude or nude images, videos or livestreams, even if I have the consent of the person or people in the photo * Share my password with others or log in to the school’s network using someone else’s details * Bully other people   I understand that the school will monitor the websites I visit and my use of the school’s ICT facilities and systems.  I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.  I will always use the school’s ICT systems and internet responsibly.  I understand that the school can discipline me if I do certain unacceptable things online, even if I’m not in school when I do them. |

Appendix (i)