



# **Bennerley Fields School – October 2014**

## **ICT Acceptable Use Policy (Pupils) – Key Stages 3 and 4**

**All pupils use computer facilities including internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign below to show that our ICT Safety rules have been understood and agreed.**

### **When using the school network, I will:**

- only access the school computer network using my the login and password given to me by a member of staff.
- ask a member of staff to remind me of my login details if I cannot remember them
- never log on using another person’s details and endeavour to keep my username and password secret
- always log off when I am finished on the computer.
- not attempt to alter any computer settings, including background images
- not bring a memory stick into school or transfer any files onto the school network.
- not attempt to deliberately seek out files on the school network that may be used for malicious purposes or are nothing to do with me.
- never access other people’s files.
- only use the computers for school work or as instructed by a member of staff.
- always handle the equipment with care and respect .
- report any faults to my teacher straight away.

### **When using the internet, I will:**

- not deliberately seek out inappropriate or offensive material.
- not deliberately seek to bypass the school Internet filters in order to gain access to sites that have been deemed inappropriate.
- only use the internet for School related work or an instructed by a member of staff.
- report any material that I accidentally come across that is inappropriate to my teacher. This applies to any material of a violent, dangerous, racist or inappropriate sexual nature.
- not download applications or other software.
- not access games sites other than those specifically directed by my teacher for educational purposes.
- never publish personal details about myself, my friends or other people that I know.
- not use chat rooms or instant message type applications.
- refrain from using foul language in any email correspondence and will never use the school email system to send messages that are aimed at causing harm or upset to others.
- always report any unpleasant emails I am sent to a teacher.
- not open email attachments without the permission of my teacher.

**Failure to comply with these rules may result in your ICT privileges being restricted for a period of time or even permanently which may impact on your learning in line with the schools E-Safety Policy.**

### **Pupil Declaration**

Name \_\_\_\_\_ Signature \_\_\_\_\_

**Parent/Carer Agreement:**

- The school has ICT equipment (computers which are connected to the internet) to help with your child's learning. The Internet Service Provider provides a continually updated, filtered service to attempt to ensure only acceptable internet sites are available.
- Your child's teacher will only set ICT work which is related to the curriculum and which will benefit their learning.
- We encourage you to contact the school if you have any concerns regarding your child's use of our ICT provision, and our 'Acceptable Use Policy' is available for viewing on our school website.
- Portable storage devices (DVDs, Memory Sticks etc) from home, cannot be used in school due to virus and licensing implications.
- Occasionally digital images containing children and/or their work will be taken. These are stored or used in school and can only be accessed through username and password.
- Our school website may occasionally have children's work, or images of them working, but only by prior agreement with parents/carers via the Parental Permission Slip issued on school admission.

**In addition staff:**

- Supervise children using the internet.
- Check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils.
- Are extra vigilant when pupils are undertaking their own research and check that pupils are following the agreed search plan.

**Parental Declaration**

I have read the schools policy for pupil use of ICT and agree to allow my child to use the resources for the purposes described.

Parent/Guardian of \_\_\_\_\_ Signature \_\_\_\_\_