Pupil Acceptable Use of ICT Agreement

We want each pupil to enjoy using ICT and the internet, and to become proficient in drawing upon them both during your time at school, and as a foundation for your further education and career. To ensure your safety, you should agree to the following statements to allow you access to ICT at Eastcourt Independent School:

We **expect** that pupils will follow the guidelines. For their additional protection, we use DNS filtering on the computers in the suite. Any unsuitable sites that have slipped through the net are to be reported immediately and so added to the updated filter list. The School explicitly addresses the issue of e-safety for pupils in the ICT curriculum. The following guidelines should be adhered to whenever pupils are working on the School network.

Guidelines for Internet and Local Network Access at Eastcourt Independent School:

- I will only use electronic devices in School for School purposes and will not use them for personal or recreational use unless I have permission to do so.
- I will handle all computer equipment carefully and will not touch power/network cables, or eat and drink in the IT room.
- I will not use disks, memory sticks or any other hardware with School equipment without the permission of my teacher.
- I will not connect a personal laptop or other mobile electronic device to the School network without the consent in writing of the IT administrator.
- I will not attempt to disable or circumvent any of the school's security/filtering systems.
- I will not download or install software on school technologies.
- I will only log on to the school network and other systems with any user name or password that might be assigned to me.
- I will make sure that all electronic communication with pupils, teachers or others is responsible, polite and sensible.
- I will not deliberately browse, save or send material that could be considered offensive or illegal, if I accidentally find anything like this I will tell my teacher immediately.
- I will not use USB sticks with any ICT equipment unless it has been agreed with a teacher.
- I will not give out any personal information such as my name, phone number or address.
- I will ensure that my online activity, both in school and outside school, will not cause distress to my school, the staff, pupils or others.
- I will not obtain or (attempt to obtain) unauthorised access to any part of the school's or any other computer system, or any data contained on such system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- If I see any misuse of computers I will report it to a teacher.
- I understand that these rules are designed to keep me safe and that if they are not followed, School sanctions will be applied, and my parent/ carer may be contacted.

Acceptable Use of ICT across the school

Pupils are expected to use the school ICT systems in a responsible manner. It is not possible to set a complete set of rules about what is, and what is not, acceptable. All use, however, should be consistent with the school ethos and code of conduct. The following list does provide some examples that must be followed:

- I will not create, send or post any material that is likely to cause offence or needless anxiety to other people or bring the School into disrepute. Offensive material includes, but is not limited to, content that is abusive, racist, sexist, homophobic, any form of bullying, pornographic, defamatory or criminal activity.
- I will not read others emails without their consent.
- I will use appropriate language.
- I will not use language that could stir up hatred against any ethnic, religious or other minority group.
- I will not reveal any personal information (e.g. home address, telephone number) about myself or other users on the school network.
- I will report any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable to my teacher.
- If I believe personal data may have been compromised, or accessed by others, I must report this to a member of staff immediately.

- I must ensure mobile phones and other mobile electronic devices are switched off and kept in the office during school hours. Use of such devices is only permitted during school hours with the express permission and supervision of a member of staff.
- I will only use cameras or other recording devices with permission from a member of staff and those appearing in the image. These photos must not be uploaded to social media or other websites if in the reasonable opinion of the Headteacher, they are offensive, or could bring the school into disrepute.
- I will only communicate with members of staff in person or via the school email system.
- I realise that pupils under reasonable suspicion of misuse in terms of time, activity or content may have their usage closely monitored or have their past use investigated.
- I will not receive, send or publish material that violates copyright law.

Unacceptable Use

Examples of unacceptable use include, but are not limited to:

- Creating, transmitting, displaying or publishing any material (e.g. text, images, videos or sounds) that is likely to harass, cause offence, inconvenience or needless anxiety to any other person.
- User action that would:
  o Cause corruption or destruction of other users' data
  o Violate the privacy or dignity of other users

This acceptable use agreement is explained to all pupils during ICT lessons at Eastcourt Independent School.