



# **Rainey Endowed School**

## **Pupils' ICT Acceptable Use Policy**

**V3.3 - Reviewed December 2016**

**This policy applies to:**

- all current pupils of Rainey Endowed School

I understand that use of the Internet and electronic communication is granted to me as a privilege, in return for my acceptance of the agreement. Any misuse on my part may result in loss of that privilege and other sanctions being taken. This also applies to any activity undertaken outside school which contravenes the acceptable use rules of the school.

All online activity will be appropriate to:

- ensure the safety and security of the school system
- ensure respect for all members of the community
- maintain the reputation of the school

In particular this means:

- I will only access the school ICT system and Internet via my authorized account and password, which I will not make available to others
- I will ensure that I do not willfully damage the system by means of malicious code (eg virus infections, malware etc), hacking or physical tampering
- I will not willfully interfere with, edit, copy, or delete another person's work files
- I will use the Internet responsibly and will only visit websites appropriate to my school studies
- I will not give my home address, phone number, send photographs or videos, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given me permission
- I will never meet/arrange to meet someone I have only ever previously met on the Internet or by e-mail or in a chat room unless I take a trusted adult with me
- If I receive any inappropriate material I shall not respond but immediately inform the e-safety coordinator or another teacher
- I will not send or forward messages, publish or create material which is offensive, hurtful or otherwise upsetting to another person. I will not post anonymous messages
- Language which I use in electronic communication will be appropriate and suitable, as for all school work
- I will not use mobile phones, cameras or other electronic devices to take, publish or circulate pictures or videos of anyone without their permission
- I will respect copyright of all materials

In addition I understand that:

- Use of the network to knowingly access inappropriate materials such as pornographic, racist or offensive material is forbidden and may constitute a criminal offence
- Guidelines for safe use of the Internet will be followed and I will report any materials or conduct which I feel is unacceptable
- The school reserves the right to examine or delete any files that may be held on its computer system, to monitor any Internet sites visited and emails exchanged and, if necessary to report anything which may constitute a criminal offence.
- If the school's Code of Conduct is broken, the school will invoke the school's Discipline and Behaviour policies.

**I have read and understand these rules and agree to them**

Full Name ..... Registration Class .....

Signed ..... Date .....