

CITY OF ROCHESTER SCHOOL
ACCEPTABLE USE OF ICT POLICY FOR PUPILS

**Our computers have internet access to help our learning.
These rules will help keep us and our computer equipment safe.**

- I will use the computers/laptops/tablets safely at all times.
- I understand that I am responsible for my own actions. I am aware that there is E-Safety software in school which constantly checks computer/laptop/tablet files and monitors the internet sites I visit.
- Every time I use the computer/laptop/tablet, I will log on using the username and password that my teacher has told me to use (individual account). I will keep the password a secret.
- I will make sure that I log off the computer/laptop/tablet when I have finished using it.
- I will not use other children's/teacher's accounts or files. I will respect copyright and not copy anyone's work and call it my own.
- If I find an unattended machine logged on under another username I will not continue using the machine – I will log it off immediately.
- I will only use programs that are already on the school computer/laptop/tablet. If I need a new program, I will ask my teacher – I won't try to install it myself!
- I will not bring in software from home and try to use it on the school computers or laptops.
- If I have a problem with the computer or laptop I will tell a teacher immediately so that the problem can be fixed – I won't leave it broken for the next person.
- To help protect other pupils and myself, I will immediately tell a teacher about any unpleasant or inappropriate material or messages on the computer or laptop or anything that makes me feel uncomfortable when I see it.
- I understand that the computers/laptops are here for school work, and I will only play appropriate games on them if I have permission from my teacher.
- I will only take appropriate photographs or videos using school equipment when my teacher gives me permission.
- I will not take photographs or videos without the teacher's permission. Photographs or videos taken on personal equipment (e.g. DSI, mobile phones etc) brought in from home is forbidden.
- I will not copy or attempt to copy school photographs or videos onto a USB stick/Blank CD and use them outside of school.
- I will not download or attempt to download software, music or videos from the internet (e.g. I Tunes) onto our school computers/laptops.
- I will not send personal emails while in school. Sending emails and texts on personal equipment (e.g. mobile phones) is forbidden.
- When sending e-mails, I will be supervised by my teacher. I will only send e-mails to familiar people or schools with permission from my teacher when part of an educational lesson. All e-mails will be checked by a teacher before they are sent. I will be polite and responsible when sending e-mail and I will not forward any chain letters.
- I will be aware of my personal safety when I am communicating online, and I will not share personal information about myself or others.
- I am not allowed to access social networks or chat rooms.
- I will not give my full name, my home address or telephone number to anyone on the Internet or in any e-mail or arrange to meet anyone out of school.
- I will always treat others the same way I would want them to treat me – just as I would when not using the computers/laptops. I will not use the computers/laptops to harass or bully anyone.

Parent/s and/or Carers

- I undertake to read and accept all of the above in support of and on behalf of my child's agreement to it.
- I will discuss internet safety issues with my child and try to ensure that they are fully aware of the risks of internet use and of school policy with regard to the same.
- I accept that in accordance to 'The Education Act 2012' school has the right to search and or delete anything from personal devices if they believe illegal or suspicious activity has taken place.
- I will ensure that I NEVER UPLOAD photographs and/or videos of children of City of Rochester School (other than my own) on to any website including any social media site such as Facebook, Twitter etc.

Name of Pupil: _____

Signed by Pupil: _____ Date: _____

Signed by Parent/Carer _____ Date: _____