Pupil ICT Acceptable Use Policy

- I understand that the Academy network is part of the wider Warwickshire Educational Network and that all my data files, internet usage and monitored output are stored by Warwickshire County Council as well as Alcester Academy.

- I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.

- I will not download or install software on school technologies.

- I will only log on to the school network/ Learning Platform with my own user name and password.

- I will follow the schools ICT security system and not reveal my passwords to anyone and change them every term.

- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.

- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.

- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal.   If I accidentally come across any such material I will report it immediately to my teacher.

- I will not give out any personal information of any kind which may identify me or give my location; such as my real name, phone number, home address, email address or names of friends or similar details relating to another student or member of staff.

- I will ensure that any school personal data stored on personal devices will follow the same security procedures as applied at school.

- Images of pupils and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of the teacher in charge.

- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring any of the aforementioned into disrepute.

- I will respect the privacy and ownership of others' work on-line at all times.

- I will not attempt to bypass the internet filtering system.

Date reviewed: 16.10.18

- I understand that all my use of the Internet and other related technologies will be monitored and logged and can be made available to my teachers.

- 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.

Date reviewed: 16.10.18

Dear Parent/ Carer

ICT including the internet, learning platforms, e-mail and mobile technologies have become an important part of learning in our school.   We expect all pupils to be safe and responsible when using ICT. It is essential that pupils are aware of eSafety and know how to stay safe when using any ICT.

Pupils are expected to read and discuss the Pupil ICT Acceptable Use Policy with their parent or carer and then to sign and follow the terms of the policy. Any concerns or explanation can be discussed with their Tutor or the school eSafety coordinator.

Please return the bottom section of this form to school for filing.

✂ -

Pupil and Parent/ carer signature
We have discussed the Pupil ICT Acceptable Use Policy document and

 …………………………………..........(pupil name)

agrees to follow the eSafety rules and to support the safe and responsible use of ICT at Alcester Academy.

I am aware that the school hold a full e-Safety policy and I may view this upon request to Student Services.

Parent/ Carer Signature …….……………….…………………………….

Pupil Signature…………………………………………………………………

Date ………………………………

ICT Acceptable Use – Pupils   Author: AL: