



ICT Acceptable Use Policy for Y3 - Y6 **Junior School pupils' agreement**

The network

1. I will only use ICT systems in school, including internet, email, digital video, mobile devices etc. for school purposes, in line with school policies and codes of practice.
2. I will not download or install software on any school technologies without permission from my teacher.
3. I will only log on to the school computers and iPads with my individual account username and password.
4. I will remember to log off the network when I have finished my work or have to leave my computer unsupervised.
5. I will not try to view, send, upload or download unsuitable material which could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher.
6. Images of pupils and/or staff will only be taken, stored and used for school purposes. I must always ask for their permission before I use their image for my work.
7. I will not try to access any websites, services, files or other resources that are ~~blocked~~ not for my school work or which I am not allowed to access.
8. I will not waste resources e.g. paper, ink or file/data space.
10. I will keep food and drink away from ICT equipment.
11. I understand that all my use of the internet usage and other related technologies can be monitored and logged and made available to staff or the police.
12. I understand that these rules are designed to keep me safe and that if not followed, school sanctions (punishments) will be applied and that my parents will be contacted.

Online communication and behaviour

1. I will make sure that all ICT communication with other pupils, teachers or others is responsible, sensible and polite. The use of strong language, swearing, rudeness or aggressive behaviour is unacceptable.
2. I will be responsible for my behaviour when using the internet. This includes all the resources I access.
3. I will not send chain emails.

4. I will not give out any personal information such as name, address, phone number (my own or anyone else's) or photographs to anyone.
5. I will ensure that my online activity, both in and outside school, will not cause my school, the staff, other junior pupils or senior students or others any distress, or bring them into disrepute.
6. I will respect the privacy and ownership of others' work online at all times.
7. I understand that Social Media is not to be used as I am legally under age.

iPads

1. I will look after my iPad very carefully during the school day and to and from school.
2. I will not draw or put stickers on my school iPad case.
3. During lessons, I shall not use my iPad unless I am instructed to do so by the teacher.
4. I will only use apps or websites that I have been asked to use by a teacher.
5. I will not take photos or videos with my iPad unless I am given permission to do so.
6. I will not use my iPad at breaktimes or in After School Care unless as part of an organised event supervised by a teacher.
7. I understand that my parents can request a monitoring App that will assist me with using the iPad for school work when I am at home.

Sanctions

1. A temporary or permanent ban on the use of the internet, email and ICT facilities.
2. Additional disciplinary action of a more serious nature.

To be read in conjunction with the online safety code of practice.
<https://www.redmaidshigh.co.uk/about-us-about-rhs-school-policiesjuniors.aspx>