

## ICT ACCEPTABLE USAGE POLICY (PUPILS)

### Arnold Aims

- 1) Arnold pupils will be responsible, articulate, courteous, compassionate young people of integrity, able and willing to contribute to, and lead in, our future society.
- 2) Arnold pupils, parents and staff will benefit from integrated systems of information and communication technology, which will contribute to the organisational, communicative and pedagogical efficiency of the school.
- 3) The Arnold organisation will operate as a team with clear leadership and governance, where each adult and pupil recognises their individual contribution and responsibility, where successful achievements are acknowledged and rewarded, and where actions are accountable.

### Policy Statement (1)

Whilst the school provides computers for use by students, some students choose to bring their own personal computing devices (e.g. laptops, PDAs, mobile phones, etc.) into school. Whilst in the care of the school, students' use of these devices is bound by this policy.

Computers allow access to a vast amount of information for use in studies, acting like an enormous 'virtual' extension to the school library and providing great potential to support the curriculum. Computers are provided and maintained for the benefit of all students, who are encouraged to use and enjoy these resources. Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor.

All users should be aware that access is a privilege, not a right, and inappropriate use may result in that privilege being withdrawn.

### Policy Statement (2)

- 1) This policy applies to all members of the Arnold school community, including those in our EYFS setting.
- 2) Arnold implements this policy through adherence to the procedures set out in the rest of this document.
- 3) This policy is made available to all interested parties in accordance with our *Provision of Information* policy.
- 4) This policy is reviewed at least annually by the Deputy Head and Director of ICT & E-Learning, who will report to the Headmaster and Local Governing Body on its implementation on a regular basis.

**Key Personnel**

- 1) Dave Culpan: Director of ICT and E-Learning
- 2) Craig Jenkinson: Deputy Head
- 3) Katy Wright: Head of the Junior School
- 4) Jane Allen: Head of Foundation Stage

**Equipment – Instructions to Pupils**

- 1) Do not install, attempt to install or store programs of any type on the computers without permission.
- 2) Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- 3) Do not use the computers for commercial purposes (e.g. buying or selling goods).
- 4) Do not connect mobile equipment to the network (e.g. laptops, tablet PCs, PDAs, iPods, MP3 players etc.) unless you have the permission of the Systems Manager or the Director of ICT.
- 5) Do not eat or drink near computer equipment.
- 6) The use of personal computing devices for any purpose is forbidden unless a member of staff grants permission.

**Internet – Instructions to Pupils**

- 1) Do not access the Internet unless for study or for school authorised/supervised activities.
- 2) Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene, abusive or hurtful to others, or which may bring the school into disrepute.
- 3) Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- 4) Do not engage in 'chat' or social networking activities over the Internet. This takes up valuable resources that could be used by others to benefit their studies.
- 5) Never arrange to meet anyone unless accompanied by a parent, guardian or teacher. People that you meet online are not always who they appear to be.

**Security and Privacy – Instructions to Pupils**

- 1) Do not disclose your password to others, or use passwords intended for the use of others.
- 2) Never tell anyone that you meet on the Internet your home address, telephone number or school name, or send photographs of yourself, unless you are given permission to do so.
- 3) Do not use the computers in a way that harasses, harms, offends or insults others.

- 4) Respect, and do not attempt to bypass security in place on the computers, or attempt to alter the settings.
- 5) Computer storage areas and removable media such as USB memory sticks, Digital Versatile Discs and Compact Discs are treated like school exercise books. Staff may review files and communications to ensure that users are using the system responsibly.

### **Email – Instructions to Pupils**

- 1) Be polite and appreciate that other users might have different views. The use of strong language, swearing or aggressive behaviour is not allowed.
- 2) Never open attachments to emails unless they come from someone that you know and trust. Attachments could contain viruses, which may destroy all the information and software on the computer.
- 3) The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist or inappropriate content.

### **Reporting Inappropriate Digital Material – Instructions to Pupils**

If any member of the school becomes aware of inappropriate material being accessed, either deliberately or accidentally, they should report the matter to a member of staff who should bring it to the attention of the Director of ICT.

### **Acceptance of Conditions**

For pupils in Years 3 to 13, a pupil version of this document is included in:

- a) SS Rules, Rewards & Sanctions
- b) JS Rules, Rewards and Sanctions
- c) Pupil Planners (SS)
- d) Induction Booklet (SS)

A copy must be signed by both the pupil and their parent/guardian, after which school access to the Internet will be granted. If any student violates these provisions, access to the Internet will be denied and the student may be subject to disciplinary action.

Pupils in Years 1 and 2 are given a simplified version of this document, which is explained to them by their class teacher. Their parent/guardian receives both versions to discuss with their children before signing the form and returning it to school.

The parent/guardian of 0 – 3 and EYFS pupils is given a full version of this document. It is considered part of these pupils' development and education that the rules outlined in this document will be introduced to them as they become relevant to their learning.