

ICT Acceptable Use Policy



Pupils	Staff	Parents, Governors & Visitors
<p>I will...</p> <ol style="list-style-type: none"> 1. know that we have rules for using the computer and we have a 'Code of Practice' policy 2. use the Internet on a computer where my teacher or classroom assistant can see me. 3. where possible, use sites and Apps pre-selected by the teacher. 4. learn about staying safe online (both at home and at school) 5. not be allowed to use my mobile/smart phones during school hours 	<p>We will...</p> <ol style="list-style-type: none"> 1. supervise (where possible) pupil internet access 2. ensure pupils have parental permission to access the Internet 3. ensure that both they and pupils log in using their own user name and password 4. report immediately to the Principal or his/her deputy any deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice whether these occur on or off site 5. Securely store pupil or staff information on an encrypted data pen or SIMS (not personal devices) 6. Ensure pupil images and recordings are made using school equipment and are not stored on personal devices 7. only use their C2k email account when conducting school business 8. ensure portable school equipment e.g. an iPad being used off site is not used to access the Internet by others. When off site Rosstulla's policy extends to their usage 9. ensure that personal equipment (Smartphone, iPad etc) is not used for anything other than educational purposes during class contact time 10. refrain from Internet shopping during class contact time 11. not access personal social networking sites using school equipment <p>have mobile/smart phones turned off during training, meetings and class contact</p>	<p>We will...</p> <ol style="list-style-type: none"> 1. have mobile/smart phones turned off during training and meetings 2. refrain from using mobile devices to record discussions, concerts, Sports Day etc. unless the permission of all concerned has been sought or given 3. parents/carers will only photograph their own child and not store/share images of other children that have been taken on school premises 4. if accessing the internet as a guest user using school's Wifi provider adhere to the guidance re accessing inappropriate sites etc. 5. report immediately to the Principal or his/her deputy, any deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice