

# **GREAT TORRINGTON SCHOOL - STUDENT ACCEPTABLE USE**

## **POLICY**

1. I will only use ICT systems in school, including the internet, email, digital video, mobile technologies etc. for approved educational purposes.
2. I will not download or install software on school equipment.
3. I will only log on to the school network / online systems with my own user name and password.
4. I will not reveal my passwords to anyone and will change them regularly.
5. I will only use my school email account for approved school activities.
6. I will ensure that all ICT communications with pupils, teachers or others is responsible, sensible and appropriate.
7. I will be responsible for my behaviour when using the internet. This includes resources I access and the language I use.
8. 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.
9. I will immediately report any unpleasant or inappropriate material, images or behaviour that makes me feel uncomfortable when using ICT.
10. I understand that the school systems are intended for educational use and I will not use them for shopping, business, social or file sharing purposes.
11. I will not give out any personal information, such as name, phone number or address. I will not arrange to meet someone unless doing so as part of a school project and it is approved by my teacher.
12. Images of pupils and / or staff will only be taken, stored and used for school purposes in line with school's policy.
13. Images of other pupils and / or staff may not be distributed using the school systems without permission from an appropriate member of staff.
14. I will ensure that my online activity, both in school and outside school, will not cause Great Torrington School, the staff, pupils or others distress or bring them into disrepute.
15. I will support the school's approach to online safety and not deliberately upload or add any images, videos, sounds or text that could upset or offend any member of the school community.
16. I will respect the privacy and ownership of others' work at all times.
17. I will not attempt to bypass the internet filtering system.
18. I understand that all use of the internet and other related technologies can be monitored and logged and can be made available to my teachers.
19. 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.
20. If it can be proven that waste or malicious damage has taken place, the school reserves the right to charge an appropriate amount as recompense.
21. I will not bring a personal mobile phone, imaging or computer device into school without following current school procedures.

I have discussed this document with my Parent / Carer and I agree to follow the Online Safety rules and support the safe and responsible use of ICT throughout my entire time at Great Torrington School. I understand that if I break these rules Great Torrington School reserves the right to impose appropriate sanctions.