

# ICT Acceptable Use in school

(P4-7)

When using the internet or ICT, I will...



2. Be respectful




3. Be safe



4. Be responsible



1. Be secure



5. Be legal

*This includes all information sent electronically, including text and pictures on mobile phones.*

## **P4-7**

All ICT equipment in school (computers, Chromebooks, iPads and any other internet devices, including personal devices and mobile phones), is there to help with classwork and homework. When used responsibly, ICT can provide exciting and interesting ways of using resources to aid learning.

### **1. Be secure:**

- I will keep logins and passwords to myself and not share them with anyone, even my friends
- If I have a concern about my password I will speak to my teacher who may change it.
- I will always log out when I leave the computer/device.
- I will not look at anyone else's files without their permission.

### **2. Be respectful:**

- When using technology or the internet, I will always be kind, polite and will not use bad language.
- I will not access, create, store or distribute files that could be thought of as offensive or indecent, or that harasses or insult others.
- I will only use apps / websites on my device that my teacher has agreed I can use in the lesson.
- I will only use my device to record audio / video or take photographs with the clear and explicit permission of everyone involved.
- I will never upload to the internet photographs / videos / audio of others without their permission.

### **3. Be safe:**

- I will not share my personal details (home address, phone number etc.) with other people.
- I will only send emails to people I know, or my teacher knows.
- I will not put any personal information about other people into emails, onto the internet or Glow.
- If I see or hear something that is wrong or that upsets me in emails, on the internet or Glow, I will tell an adult and/or use the Report Unsuitable Content button if it is on the screen.

### **4. Be responsible:**

- I will take good care of the ICT equipment I use, not damage it / remove security markings and will report any damage I find.
- I will not try to use internet sites which have unsuitable content, including social networking sites.
- I understand that if I am irresponsible in my use of ICT, the internet or Glow, my access in school may be removed.
- I understand that it is my responsibility to hand any personal devices in to the class teacher when I enter school in the morning, unless I have written permission stating otherwise and that if I don't do this, my device may be temporarily confiscated with proportionate sanctions, up to and including Police involvement.
- I understand that I am not allowed to connect any personal equipment (e.g. USB sticks) to school devices or log in to personal accounts on school equipment.

### **5. Be legal:**

- I will only share materials I am allowed to on via the internet or Glow.
- I know that I should not copy materials or pictures from the internet and use them in my own work unless I have appropriate copyright permissions.