

## ICT Acceptable Use Policy

- ❖ I will only access the computer and the school network when given permission by a member of staff
- ❖ I will ask permission from a member of staff before I use the Internet
- ❖ I will access only my own files on the computer
- ❖ I will only bring computer discs and CDs into school if a member of staff gives me permission
- ❖ I will always send emails that are polite, sensible and responsible
- ❖ I will only send emails to people I know or a member of staff has approved
- ❖ I will tell a member of staff if I see web pages or emails which are offensive or unpleasant
- ❖ I understand that the school will check my computer files, emails and the Internet sites which I visit to ensure that I use the computer and the Internet properly
- ❖ I will only download material from the Internet with the permission of a member of staff
- ❖ I will only copy and use material that is free from copyright. I will ask a member of staff if I am not sure
- ❖ I will keep myself and others safe when using the Internet and sending emails by not giving out:
  - my full name
  - my home address
  - my home or mobile telephone number
  - my photograph
  - other personal information
  - personal information about others
- ❖ I will not attempt to purchase anything from the Internet
- ❖ I will not try to gain access to chat rooms as there is no guarantee about the identity or integrity of any of the participants
- ❖ I will not agree to meet any on-line contact and I will tell a member of staff about any invitations to meet on-line contacts
- ❖ **I accept that access to the network and the Internet is a privilege which can be withdrawn at any time if I do not meet the terms of this agreement**

Pupil Name \_\_\_\_\_

Reg Class \_\_\_\_\_

Pupil Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Office New Term ICT Acceptable Use Policy  
Assistant Chief Executive, Education, Education and Families  
Civic Centre, Windmill Street, Motherwell ML1 1AB



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