

Glenmanor Primary School
ICT Acceptable Use Policy
2014/2015

I will only access the computer and the school network when given permission by a teacher.

I will ask permission from a teacher before I use the Internet.

I will not access computer files belonging to others.

I will access the school network using my own password only.

I will access only those computer discs and CDs for which the teacher has given me permission.

I will ensure that any e-mails I send are polite, sensible and responsible.

I will only send e-mails to people I know or who are approved by my teacher. I will not forward chain letters.

I will use my official school e-mail account only to send or receive e-mails.

I will tell a teacher if I see web pages or e-mails which are offensive or unpleasant.

I understand that the school will check my computer files, e-mails 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 if given permission by a teacher.

I will only copy and use material as allowed by copyright legislation. I will ask my teacher if I am not sure of the legal position.

When using the Internet and sending e-mails I will protect myself and others by not giving -

1. My name
2. My home address
3. My home telephone number
4. My photograph
5. Any other personal information
6. Any information about others

I will not arrange to meet any on-line contact. I will tell my teacher about any invitations to meet on-line contacts.

I will not use the computers to share copyrighted files.

I will not install applications or programs on the computer unless given permission to by the teacher.

I will not take digital images or video within the school grounds without written permission from the Head Teacher.

Pupil's Name: Class

Pupil's Signature: Date.....

Parent's Signature: Date.....