

## ICT Acceptable Use Policy for Pupils

At Napier we all understand how useful the internet and ICT equipment is. We aim to use the internet and equipment in a responsible way, to help us learn and keep us all free from harm.

### **Accidental or deliberate access to inappropriate material**

Inappropriate material includes anything of a violent or sexual nature, (including 'shoot 'em up' games). It includes any material that may upset or offend others. It includes any material that may harm how the school or its staff or pupils look to others.

### **Accidental or deliberate access to illegal material**

While the LEA and school try hard to block illegal and inappropriate content, there will be times where illegal content may be accessed either deliberately or by accident.

We will not deliberately access any inappropriate or illegal content. If we come across inappropriate or illegal content by accident, we will inform an adult straight away.

### **Deliberate misuse of the network**

We understand that the network and equipment provided for our use at school is a valuable resource. We understand that systems and procedures set up across the school are there to protect both ourselves and the equipment we use. We will not misuse the network, such as in hacking, spreading viruses, or getting round security controls.

### **Responsibility for digital technology within school**

We understand that we have a responsibility for looking after equipment we use such as computers, laptops and other class equipment. Therefore we know to keep food and drink away from the computers, to keep away from electricity cables and not to look into the beam from a digital projector. Any accidents while using equipment will be reported immediately so appropriate action may be taken.

### **Inappropriate or illegal use of email or digital technologies**

We understand that when we use digital technology we have the responsibility to use it responsibly and not use it to upset others, whether accidentally or deliberately. We will not record or use images or audio of anyone without their prior knowledge or consent. We will not use email or digital technology to upset or harm others. We will not use email or digital technology to deliberately break any laws.

**Sexual exploitation using digital technologies**

We understand any form of annoying, upsetting or harming anyone in a sexual way is a serious offence and will be dealt with appropriately.

**Bullying or harassment using digital technologies**

Bullying in any form is unacceptable. We will not deliberately upset or harm anyone emotionally by using digital technology.

**Protecting the network**

We understand that we have a responsibility to protect the network from viruses and other problems. We will not bring in our own files, whether on disk or USB, unless this has been cleared by our teacher. We will not attach or open files from home on our emails unless this has been cleared by my teacher.

**Sanctions**

We understand that any deliberate misuse may lead to us not being allowed to use the network or equipment in school. Access to our email accounts may be blocked and more serious offences may lead to the police being involved.

School staff may access any file held on any computer storage system or media that is part of or connected to the school network. The school reserves the right to access any floppy disk or other media brought into school and to monitor all communications. Pupils should therefore be aware that their files will not always be private.

I have read and understood the above Acceptable Use Policy and have agreed to follow the guidance and accept the sanctions outlined in the event of misuse.