

Ranby House
ICT Acceptable Use Policy for Pupils (Years 3-6)

Using the School computers:

- I will only login to access the computer system with the *username* and *password* I have been given.
- I will not try to log on as other pupils and will not try to alter other people's files.
- I understand that I may use Microsoft Office 365 at home to access and share files that are relevant to my school work.
- I understand that I must not bring any software into school or attempt to install it on a computer, this includes games and apps.
- I understand that school computers are only to be used for school work during the school day. Using the computers for any other purpose is at the discretion of my teacher / house parent.
- I understand that it is my responsibility to ensure that my PC or mobile device is secured should I leave it unattended. I will either log off or lock the PC / mobile device to prevent unauthorised access to confidential information.

Using the Internet:

- I agree to always ask permission from a teacher before using the Internet.
- I understand that I must not write my personal information (first and last name, address, phone number (*home or mobile*) or email address) on any website or online form; this is for my protection.
- I agree that I will not write any personal information (first and last name, address, phone number (*home or mobile*) or email address) or comments about my friends, family, teachers or school on social networking (SnapChat, Instagram, Facebook etc.) websites or apps.
- I agree not to complete and send forms, without being asked to do so by my teacher.
- I agree never to use Internet chat rooms whilst at school.
- If I see anything unpleasant or that makes me feel uncomfortable I will immediately tell a teacher, because this will help protect me and other pupils.
- I understand that the school may check my computer files and the Internet sites I visit.
- I understand that I should not copy information from the Internet and say it is my work.

Using email

- I understand that I may only use the school's email account at school. My e-mail messages may be monitored by the school.
- I must not send messages to anybody outside of school (such as relatives or parents) whilst at school.

- I understand the three categories of email
 - **Social/Informal email** – for messaging friends outside of lesson time. Use of informal vocabulary permitted, but not to be used as ‘chat’. Purpose is for contacting your friend.
 - **Formal email** – for use whenever writing to a member of school staff or a person not known to you personally. Email must start with ‘Dear Sir/Miss’ and be set out using appropriate grammar and spacing. Email must be signed off using ‘yours sincerely’.
 - **Unacceptable email** – emails in this category must never be sent. Any email containing rude or inappropriate images or languages, silly use of emojis or characters within the body of the text is not acceptable.

- I understand that I must not use e-mails or any other similar facility to bully or intimidate others, and that racist, sexist, foul language or other derogatory remarks will not be tolerated.

Other Electronic Devices

- I understand that **I am not allowed to bring any electronic devices**, such as Tablets, iPads, iPods, Smart Phones or Smart Watches (with the stand-alone capability to connect to the internet, take photos or record sound) into school.

If parents have given permission to bring in an electronic device *to use outside of school*, the school takes no responsibility for the loss, damage or theft of the item.

- I understand that I must sign in any electronic device at the School Office immediately on arrival at school.
- I will not attempt to use any device to connect to the Internet.
- Any content on the device must be age appropriate and not be offensive or potentially upsetting to other members of the community.
- Any built in camera must not be used.
- The device is for my own personal use only and must not be lent to any other member of the community.

All school Internet access is filtered and supervised but you should be aware that on rare occasions pupils gain access to inappropriate material. The school will do all it can to try to prevent this happening and will inform parents if there is cause for concern.

Please return to the ICT Acceptable Use Policy for Pupils form in OpenApply to sign and submit.