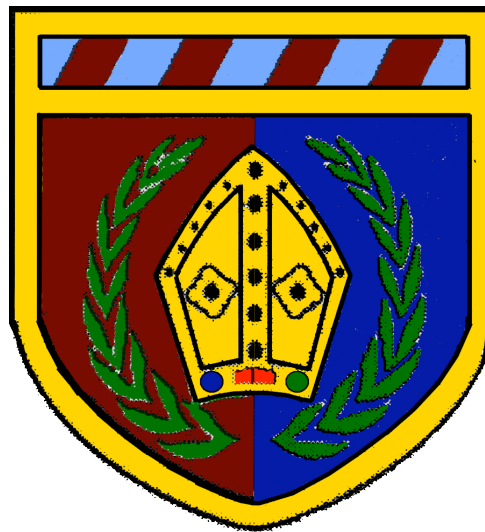


# St John Fisher Catholic Primary School



## ICT (Pupil) Policy

"To live, love and learn and learn in our caring community"



## St John Fisher Catholic Primary School

### ICT (Pupil) Policy

This policy is provided as a helpful summary but should be read in conjunction with the School ICT Policy, the e-safety policy, the acceptable use policy and the personal data policy.

#### **Privacy**

The purpose of the provision of ICT facilities is for use in connection with teaching, learning, research, and other approved activities by the school. The school therefore reserves the right to monitor, inspect, copy and review files and activity at any time and without prior notice.

Each pupil is given a unique username and password that allows them access onto the system and which also provides them with the ability to save their work into their own secure area. This area must be used for educational purposes only. Routine checks of network storage areas will be carried out without prior notice.

#### **Copyright**

Many of the resources you find on the Internet are copyright protected, including music and video. You may only use all or part of a copyrighted work if you have the copyright owner's permission or if your use of the work falls under a legal exemption. Check the documents you are viewing for appropriate statements indicating copyright ownership and usage. It is your responsibility to respect these rights including all copyrights. Any copyright protected files found during routine checks will be removed and a warning will be given, repeat offenders will receive further disciplinary action.

#### **Network and Computer Etiquette**

- Be polite. Use appropriate language.
- Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number.
- Be careful. Do not jeopardise the security of pupil access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others or impersonate another.
- Be respectful. Do not intentionally bring viruses; copyright protected material or applications into school.

#### **Security and Accountability**

- Pupils should not use the services of the school, Internet and/or e-mail to obtain or send such material which is against the law or published school policies (*articles/*

*emails / files which are sexist, racist, obscene, copyright protected or promote illegal behaviour).*

- Pupils are advised that all email sent from an email account is the responsibility of the individual account holder.
- Pupils are advised that the use of email to send personal data (*e.g. about staff or pupils*) to a third party is expressly forbidden under the Data Protection Act.
- Pupils are advised that the contents of a network account home directory (*H: drive*) are the responsibility of the individual account holder.
- Pupils are advised that in the event of a security breach they must inform a member of staff.

### **ICT Equipment Usage**

- Pupils must not deliberately damage or vandalise any ICT equipment.
- Pupils must not download or install any software without the permission of a teacher.
- Pupils must not deliberately alter any computer or network settings.
- Pupils must not intentionally waste resources, including printer ink and paper.
- Pupils must not unplug any cables from machines.
- Pupils should treat ICT equipment with respect as it is provided as a tool for education.
- Pupils should report any computer problems to a member of staff.
- Pupils should only use USB drives to bring in school work, if there is any breach of this or suspicion of breach, the staff have the right to check USB drives and remove inappropriate material.

### **Service Usage**

- Pupils should always respect the privacy of other users' files.
- Pupils should be polite and appreciate that other people might have different views than their own. The use of inappropriate language, swearing or aggressive behaviour is not allowed.
- Pupils are advised that computer-based audio services are provided for work-related and studying purposes only.
- Pupils are advised that their network accounts will be deleted when they leave school and it is the responsibility of the pupil to save any files before leaving.
- Pupils must ensure they log-off the system correctly each time they use it.
- Pupils must not disclose any password or login name to anyone, other than the persons responsible for running and maintaining the system.
- Pupils should not download, use or upload any material which is copyright protected.
- Pupils should refrain from sending or displaying offensive messages or pictures.
- Under no circumstances should pupils view, upload or download any material which is likely to be unsuitable. This applies to any material of a violent, dangerous or inappropriate context.
- Pupils should report any breach of this policy to a member of staff, who will then inform the ICT Co-Ordinator.

- Pupils are informed that the VLE falls under the same usage rules as the school network even when used outside of school.

### **Internet Usage**

- Pupils must be aware that access is a privilege, not a right and that access requires responsibility.
- The internet is provided for educational and research purposes.
- Pupils must not use chat or play online games (*unless authorised by a member of staff*).
- Individual users of the internet are responsible for their behaviour and communications over the network.
- Pupil must not share/upload any personal information of anyone (*staff or pupil*) at the school.
- Pupils are responsible for good behaviour on the internet, just as they are in a classroom or a school corridor.
- General school rules apply.

### **Failure to Follow Policy and Breach of Agreement**

The use of the school's computer network and Internet connection is a privilege, not a right. Any pupil user found or believed to be using the service inappropriately, will automatically have their entitlement to use this facility suspended without notice. A pupil user who violates this policy and breaches his/her agreement may have his or her access to the computer network and internet terminated indefinitely.

A pupil user breaches the agreement not only by affirmatively violating the ICT policy, but also by failing to report any violations by other users that come to their attention. Moreover, a pupil user violates this policy if they permit another pupil to use their account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school may also take other disciplinary action.

### **Help and Assistance**

If you have any questions regarding this policy or require help using the school network, please ask the ICT Co-Ordinator. If you notice someone using the school's ICT equipment or network inappropriately, or would like to report a fault, please contact the ICT Co-Ordinator.