

Acceptable ICT Use Policy and Agreement for Pupils

Pupils should ensure that their conduct in the use of ICT conforms to the following code.

I understand that I must use The Lampton School's ICT systems in a responsible way as I am directed to by a teacher.

For my own personal safety:

I understand that the school will monitor my use of the ICT systems, emails and other digital communications;

I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online;

I will not disclose or share personal information about myself or others when I am online;

I will respect copyright and not copy anyone's work and call it my own;

I will always treat others the same way I would want them to treat me. I will not use the computers to harass or bully anyone;

I will not share my username and password with anyone, nor will I use any other person's username or password;

I will not try to upload, download or access any materials which are illegal, inappropriate or may cause distress to others or harm others or Lampton School's ICT system.

I will not try to open, view, delete or modify files, programmes or information that I am not allowed to access

I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials;

I will immediately report any damage or faults involving equipment or software, however this may have happened;

I will not try to alter any computer settings;

I will only use chat and social networking sites with permission and at the times that are allowed.

Internet use:

I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work;

I understand that The Lampton School's ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so;

Email/electronic communication:

I will not open any attachments to emails, unless I know and trust the person/organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes;

I will be polite and responsible when I communicate with others, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions;

I will report any unpleasant or unauthorised material or message sent to me;

Photographs/Videos

I will only take appropriate photographs or videos using school equipment or personal handheld devices, when my teacher gives me permission;

I will not take or distribute images of anyone without their permission;

I will only upload photographs or videos onto school computers if I have permission;

I will not copy or attempt to copy school photographs or videos onto a portable device and use them outside of school;

I will not upload or attempt to upload photographs or videos of pupils or teachers within school onto the Internet unless given permission by my teacher as part of an educational lesson.

Personal devices:

I will only use my personal handheld/external devices (e.g. mobile phones/iPads/USB devices) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment;

The school does not accept responsibility for any loss or damage to the pupil's own device when used on the school's premises. It is up to the pupil to ensure they have their own protection on their own device (such as insurance);

The school may require access to personal devices when investigating policy breaches (for example to investigate cyber bullying). Failure to cooperate will be treated as a breach of the school's behavior policy;

Personal devices are subject to confiscation when there has been a breach or suspected breach of this policy. Confiscation will be carried out in accordance with DfE guidance on searching, screening and confiscation.