ICT Acceptable Use Agreement

MOORFOOT PRIMARY SCHOOL

LIFE at Moorfoot

getting it right for every child

ICT Acceptable Use Agreement

Aims

The aims of this Acceptable Use Policy are to:

- Ensure that pupils benefit from all learning opportunities offered by the internet and ICT resources provided by the school in a safe and controlled manner.
- To give pupils clear guidance on safe and acceptable use of these resources.
- Set clear expectations for pupils, staff, families and carers on the use of the internet and ICT resources at Moorfoot Primary.

ICT Vision

At Moorfoot Primary School we will develop the learning environment to provide a range of ICT opportunities and tools. This will empower our children to make relevant and safe choices and be flexible as they develop their personalised learning in line with our school's vision.

Pupils' Access to the Internet

Moorfoot Primary School currently use a Midlothian Council "filtered" Internet Service (Smoothwall), which will minimise the chances of pupils encountering undesirable material. Moorfoot Primary will normally only allow children to use the Internet when there is a responsible adult present to supervise. However it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen. All members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of them.

Expectations of Pupils using the Internet

- We expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school.
- Pupils using the Internet are expected to avoid deliberately seeking out inappropriate materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher.
- Pupils are expected to use inoffensive language in their online communications and only contact people they know or those the teacher has approved.
- Pupils must ask permission before using computers or iPads and accessing the Internet.
- Pupils will not access social networking sites or access personal accounts (e.g. e-mail) during school hours.
- Pupils should not access other people's files unless permission has been given.

ICT Acceptable Use Agreement

- ICT resources should only be used for schoolwork and homework unless permission has been granted otherwise.
- Pupils should not share their own or other people's personal information online (e.g. phone numbers, full name, address).
- Pupils should take care of their usernames and passwords and as far as possible should try to avoid writing down any log-in details. They should make sure that they log-out of any applications after use.
- If pupils find an account that has not been logged-out properly they should let an adult know immediately.
- Pupils are not allowed to print without permission from an adult.
- All users have a responsibility to report any known misuses of technology, including the unacceptable behaviours of others.

Personal Devices

We would prefer children not to bring any personal electronic devices to school due to the risk of these being lost or accidentally damaged. However we recognise that older children may sometimes need a phone for use before or after school. In this case the phone should be switched off upon arrival in school and given to the class teacher, and it will be returned at the end of the school day.

Managing Behaviour

- Misuse of the internet or ICT resources could result in a temporary loss of access. In the first instance this would be for a limited period of time determined by the class teacher.
- Repeated misuse of the internet or ICT resources would result in Head Teacher being informed and further action being taken.

Please tick the boxes and sign:

ICT Acceptable Use Agreement

△ I have read through this agreement with my child and we agree to these safety measures.

Signed: ………………………………………………………….. (Pupil)

Name of child: ………………………………………………..…

Signed: ………………………………………………………….. (Parent/Carer)

Date:………………………………………………………………