DIGITAL TECHNOLOGIES USAGE POLICY - PUPILS

All pupils must sign for this policy, in doing so you agree to be bound to the terms of the policy.

Network and resources
- All Information and Communications Technology and resources are owned by the school and is made available to pupils to further their education - do not abuse this.   - The school reserves the right to examine or delete any files that may be held on its computer system.   - Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems is forbidden.   - Use of the network to access unsuitable materials of an inappropriate nature or any kind of offensive material is forbidden.   - Please do not unplug/swap mice and keyboards from one computer to another. Notify a member of staff if equipment isn't working.
Internet and email
- The school reserves the right to monitor all emails sent/received and Internet sites visited.   - Visits to unapproved sites by pupils will mean that the Headteacher and parents will be informed and the pupils will be locked out of the system.   - All Internet activity should be appropriate to the curriculum requirements of pupils – no access to social media content.   - Pupils must not log onto other people's accounts or share information including passwords.
Moodle and other learning platforms
- The use of forums, private messaging, journals, blogs and personal walls must be limited to school purposes. The language and content used within these facilities should be appropriate to the task.   - Work uploaded to Moodle and other learning platforms must be of a professional nature and relevant to the task.   - Inappropriate use, for example using these facilities as a means to target others, will result in the Headteacher and parents being informed and the pupils will be locked out of the system.

In summary

- <u>Do not</u> use the technology in way that harms other people or their work.
- <u>Do not</u> view, save, send or display offensive messages or images.
- <u>Do not</u> share your passwords with anyone – see the ICT technician if you need a new password.
- <u>Do not</u> waste limited resources such as paper, ink/toner or disk space.
- <u>Do </u>notify a member of staff immediately if, by accident, you encounter inappropriate materials.
- <u>Do </u>not try to fix any technology yourself. Notify a member of staff if equipment isn't working.