The Friary School

THE ACCEPTABLE USE OF ICT POLICY

Introduction

The policy aims to ensure that any communications technology is used without creating unnecessary risk to yourself or others.

Key Principles

You agree that you will:

- only use, move and share personal data securely
- respect the school network security
- set strong passwords which you will not share
- not use your own mobile device in school unless you are given permission
- respect copyright and the intellectual property rights of others
- only create and share content that is legal
- always follow the terms and conditions when using a site
- only visit sites which are appropriate
- discuss and agree use of a social networking site with a responsible adult before joining
- only use your approved school email account to email in school
- only use appropriate content which you have permission to use
- only communicate online with trusted users
- make sure all messages/posts you send are respectful
- not respond to or forward any inappropriate message or content
- report unsuitable content or activities to a member of staff

Anything you share online may be monitored. Once you share anything online it is completely out of your control and may be used by others in a way that you did not intend.

Be aware of the CEOP report button and know when to use it.

You agree that you will not:

- visit internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
    - pornography (including child pornography)
    - promoting discrimination of any kind
    - promoting violence or bullying
    - promoting racial or religious hatred
    - promoting illegal acts
    - remarks or material which others may find offensive
- do anything which exposes others to danger
- forward chain letters
- breach copyright law
- use the ICT system in any way which may be deemed inappropriate by the school

Key Expectations

You accept that my use of the school and Local Authority ICT facilities will be monitored and recorded. The school will use this information according to safeguarding procedures.

You will be asked to confirm that you have read and understand this document when you log on to the school IT network. By doing so, you confirm that you understand that the school may implement sanctions should you breach this agreement which may include removal of network privileges as well as sanctions set out in the Behaviour Policy.

Reviewed By	Policies & Procedures Committee	Implementation Date	Oct 2018	Review Date	Oct 2019