

## **Appleby School ICT and Internet Safety Policy**

### **Purpose:**

To promote and ensure the welfare and safety of children and young people when using ICT and the internet.

To provide Internet access, so all staff and students can:

Become effective and safe users of the ICT

Extend their awareness and knowledge of the ICT

Become motivated, responsible, independent users of ICT

### **Guidelines:**

1. The term 'ICT gear' used in this agreement, includes but is not limited to, computers (such as desktops, laptops, PDAs), the network (shared folder), internet, storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use.

2. Use of the ICT facilities at this school is strictly for educational purposes. This includes personal use and use for professional development of staff.

3. Training for staff who wish to use these facilities is essential for the safety and protection of staff, students, and equipment.

4. Students will need to be directed to websites on the internet, rather than surfing, which is why staff members must have pre-knowledge of websites used.

5. Classrooms will have individual e-mail accounts.

6. A school web site continues to be developed to foster links between the school and the wider community, with links to classroom homepages, BOT news, latest ERO report, newsletters and pages of interest etc.

7. Each child will sign an internet safety and use agreement before using the ICT. Copy attached.

Review

Date

Signed

## **Student Computer and Internet Use Agreement**

I understand that:

1. The only purpose for school computers and other ICT resources like cell phones, iPods, MP3 players, digital cameras is to support teaching and classroom learning.
2. The school will do its best to keep me safe while using these tools.
3. I know that I am not permitted to access material through the Internet or these tools which is bad.
4. I am forbidden to pass on such material by copying, storing or printing it.
5. If I use e-mail at school, I am not allowed to send any messages which are bad.
6. I may use the Internet or e-mail at school only if there is a teacher supervising me in the room at the time.
7. I must have a letter from home, and permission from school, before bringing any disk or other ICT device from home, unless it is part of my normal school equipment. If I am given permission, then I must use that ICT sensibly.

I understand how important it is to:

1. Take care of ICT resources, such as computers, cameras etc.
2. Respect the copyrights on software that prohibit copying.
3. Use only school software on school computers.
4. Think about other people who want to use the computer.
5. Be careful not to waste computer resources, e.g. paper and ink.
6. Remove immediately from the screen any material that would not be allowed at the school which I accidentally come across, and tell the teacher right away.
7. Be responsible for privacy and security. I will not give anyone on the Internet information about myself or anyone else – this includes address, phone number, photograph or credit card information.

## **STUDENT COMPUTER AND INTERNET USE AGREEMENT**

Student

1. I have read this Agreement and know the importance of the school rules for the use of ICT.
2. I know that if I break these rules I will lose the right to use school computers and other ICT gear, and the school may take other disciplinary action against me, which could mean that I'm not allowed to use computers or other ICT gear again for some time and other punishment to help me understand the consequences of my actions.

NAME

SIGNATURE

DATE

Parents/Caregivers

1. I have read this Agreement and understand that my child is responsible for using school ICT equipment and the internet as outlined here.
2. I have gone through the agreement with my child and explained its importance, and that there will be consequences for breaking the agreement.
3. I understand while the school will do its best to restrict student access to offensive, dangerous, inappropriate content, or illegal material on the internet, e-mail or other ICT gear, it is the responsibility of my child to have no involvement in such material.

NAME

SIGNATURE

DATE