

Pupil Acceptable Use of ICT Policy

There are many benefits to you in using the ICT facilities in your school (see the attached Home – School Agreement form for more details) but this right carries with it corresponding responsibilities on your part. To gain access to the network and the Internet, including e-mail facilities you are required to:

1. Read this policy.
2. Sign the Agreement Form at the back of this booklet (Parent/Carer signature is also required).

By signing the Agreement Form you are indicating that you understand and accept the rules and procedures outlined in the Policy.

Network Use

- Only use the programs and network facilities you have been given permission to access.
- Only use your own username and password and do not share them with others.
- Always log off at the end of each session.
- Only store school work in the storage area provided by your school.
- Do not attempt to change network settings or bypass the network security systems in any way.
- Note that the Network Administrator can view any files stored on the system and that regular checks are made.

Internet Use

- Internet access is provided for educational use only.
- The Internet must only be accessed with permission from your teacher.
- Be Safe Online – do not provide any personal details online and never arrange a meeting online. If meetings are needed as part of your education these will be organised by your teacher. Be safe at home where the school filters do not apply.
- Do not attempt to bypass the Internet filtering system by use of proxy servers or any other means.
- If you accidentally access unsuitable material inform your teacher at once.
- Do not search for inappropriate material.
- Do not use instant messaging services in school or social media without permission from your teacher.
- Do not use bulletin boards, forums or conferences unless you have permission to access them and only do so for educational use.
- Do not download or use copyright materials without permission of the copyright holder.
- Do not access social networking sites (e.g. Twitter or Facebook) instead you should be using glow.
- Never send messages which could cause offence or upset to anyone (known as Cyberbullying)
- Be polite when online. Never use bad language
- Do not provide any personal details in an e-mail or an attachment.
- Never arrange to meet anyone who has contacted you online who is not a personal friend.
- Do not open email attachments unless you are absolutely sure what they contain. (It may contain a virus). If in doubt ask your teacher.
- If you receive an offensive email or message inform your teacher as soon as possible.
- Do not send or forward emails containing explicit, racist or offensive material or images.

- Only use email, social media or messaging systems that have been provided by the school for education purposes.
- Be aware that the Network Administrator regularly checks the usage of email and misuse of this facility is likely to result in the withdrawal of your email account.
- Any exceptions to these rules will be decided by the school's senior management in consultation with the Fife Education Service.

Consequences

Please note that failure to comply with the policy on Acceptable Use could result in one or more of the following actions being taken:

1. Temporary or permanent withdrawal of access to the Internet.
2. A letter sent home about the rule/s you have broken.
3. Restriction on your use of the school ICT facilities.
4. Any other action decided by the Headteacher.

This policy sets out the expectations of the Education Service in relation to ICT and internet use within schools. It intends to ensure safe and responsible practice and to clarify respective responsibilities.

Advantages to pupils of the use of ICT across learning

- Improves pupil achievement and attainment
- Enhances motivation and attitudes to learning
- Increases the skills needed for independent learning and research
- Offers opportunities to extend and enhance creativity and diversity in the curriculum
- Assists, develops and improves learning and teaching approaches
- Contributes to a positive ethos within schools
- Facilitates access to the curriculum for all pupils
- Enhances support for learning programmes
- Extends the learning environment to the wider community
- Equips pupils with the skills necessary to prosper in society

It is vital that we develop in children skills and attitudes that equip them for our increasingly technological society and to meet the aims of the Curriculum for Excellence. To do this we all have to work within a framework, which allows for safety and security and raises awareness of issues affecting school and the wider community.

This acceptable use policy identifies the responsibility of school pupils. The implementation of this policy is supported by leaflets for pupils and parents and posters for classroom display. Parents should also be aware of the risks involved with Internet Access when at home and read over the Parents' Leaflet which directs you to websites which provide more information

Acceptable Use of ICT (School Network and Internet) Home/School Agreement Form

This form should be dated and returned with both signatures (pupil and parent/carer) to your teacher.

Pupils could be denied access to network facilities and the Internet if this form hasn't been completed and returned to your child's school.

Pupil Agreement:

I have read the Fife Council Acceptable Use of ICT Policy and agree to comply fully with this policy when using a computer, accessing the Internet or e-mail within the school. I am aware that if I break these rules school discipline procedures will apply and as with all breaches of discipline further steps may be taken e.g. contact made with parents/carers.

Pupil Name: _____ **Class:** _____

Pupil Signature: _____ **Date:** _____

Parent/Carer Agreement:

I understand the terms and conditions of the Fife Council Acceptable Use of ICT Policy, and realise that this access is designed for Educational purposes. Fife Council has taken all reasonable precautions to prevent access to unsuitable material. I agree that my son / daughter will abide by the terms and conditions laid down in the school's policy. I accept the consequences that will be applied if my son / daughter breaks any of the rules and will support the school in enforcing them.

Parent/Carer Signature: _____ **Date:** _____