

Newcastle upon Tyne Royal Grammar School

ICT and E-learning acceptable use policy for students

This policy applies to the whole school and is published to parents

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The policy set out below is published to all students annually in their planners (in an age appropriate language for Junior School). Students are asked to read this at the start of each academic year and to sign their planners to indicate that they have agreed to the policy.

Please read carefully:

- This policy applies to all electronic and mobile computing devices, including mobile phones, tablets, desktops, laptops and netbooks
- All the conditions of ICT use set out below. They outline the way in which we expect you to make use of ICT resources within school
- When you sign in the space provided in your school planner you are agreeing to keep to the conditions
- If you fail to keep to the conditions agreed, then your ICT and internet access may be restricted or suspended. In serious cases your parents and the appropriate authorities may be involved and your network access may be suspended while the matter is dealt with.

When I use ICT resources at school I agree:

- To use all ICT equipment with respect and maturity and to print only what is required within a given print limit
- To use the internet only for school work and not use ICT for any form of illegal activity including software and music piracy
- To ensure that my passwords are kept secret and **never** allow anyone else to use them (unless sharing computer under a teacher's guidance)
- To use data storage space provided (i.e. the N: drive or OneDrive) for my school work only
- To avoid downloading or running any executable files/programs from the internet and to ensure that any other files downloaded are necessary for my work
- To use only an e-mail/messaging address assigned to me by the school and not to use external email services such as Hotmail and Gmail unless they are used as part of a lesson under a teacher's guidance
- Not to use chat rooms or social networking sites unless they are used as part of a lesson under a teacher's guidance
- To report immediately to a member of staff any damage found to ICT equipment
- To respect others and their work, observing copyright and acknowledging sources of information
- To report immediately to a teacher or the IT support service desk any concerns you have regarding E- safety (e.g. cyber bullying, unsuitable and/or illegal material, etc.).

I understand that my use of the ICT resources including internet, intranet and school e-mail/messaging/discussion rooms will be automatically logged and that the record of my use may be examined from time to time to ensure that I am making proper use of these resources.

I also understand that any data storage space provided belongs to the school and that this may also be examined from time to time and inappropriate data deleted.