



## St Nicholas School Pupil ICT Use Policy

All pupils must follow the rules in this policy when using computers, and the school learning platforms, LGFL and DB Primary.

Because of the nature of our pupils needs, these rules need to be taught and reinforced as pupils become more aware of the risks, in a way that is accessible to pupils.

Pupils should be made aware of the safety risks that apply to them when using ICT in any environment, particularly at home where firewalls and monitoring may not be as stringent.

Pupils that do not follow these rules may find:

- They are not allowed to use the computers,
- They can only use the computers if they are more closely watched.

Staff need show pupils how to use computers safely, and draw their attention to any potentially unsafe behaviour.

<b>Computer Rules</b>	
1	I will only use polite language when using the computers.
2	I must not write anything that might: upset someone or give the school a bad name.
3	I know that my teacher will regularly check what I have done on the school computers.
4	I know that if my teacher thinks I may have been breaking the rules they will check on how I have used the computers before.
5	I must not tell anyone my name, where I live, or my telephone number - over the Internet.
6	I must not tell my username and passwords to anyone else but my parents.
7	I must never use other people's usernames and passwords or computers left logged in by them.

8	If I think someone has learned my password then I will tell my teacher.
9	I must log off after I have finished with my computer.
10	I know that e-mail is not guaranteed to be private. I must not send unnamed e-mails.
11	I must not use the computers in any way that stops other people using them.
12	I will report any websites that make me feel uncomfortable to a member of staff.
13	I will tell a member of staff straight away if I am sent any messages that make me feel uncomfortable.
14	I will not try to harm any equipment or the work of another person on a computer.
15	If I find something that I think I should not be able to see, I must tell a member of staff straight away and not show it to other pupils.

## **UNACCEPTABLE USE**

Examples of unacceptable use include, but are not limited to:

- Using a computer with another person's username and password.
- Creating or sending on the Internet any messages that might upset other people.
- Looking at, or changing work that belongs to other people.
- Waste time or resources on school computers.