

## Le Murier ICT Student Use Policy



At Le Murier, teaching students to be good and safe lifelong digital citizens is an important part of our curriculum.

This policy is designed to help you to understand the importance and responsibility you have when using the internet to access school accounts at home or school.

### **When using school ICT accounts in or out of school, did you know?**

- School can see everything that is accessed online
- School can see the time, date and with Police intervention, the location of any activity which occurs within a school Google account
- School has a duty to report inappropriate activity to the relevant authorities

The following rules are made to protect and keep you and others safe whilst using your school online accounts.

### **Student use of school online learning platforms:**

- Accounts will only be used to access, amend, store or share school related content for school work purposes
- All student accounts will be protected with a unique password
- Students will always log out of school accounts after accessing them from any device.
- Students will not share their passwords with other students
- Students will not sign into another students account
- Students will not inappropriately change school work in their accounts

- If settings on devices have accidentally or knowingly been tampered with, you must report to the ICT Lead Teacher
- If a student becomes aware of any inappropriate activity, or is uncomfortable about something they have seen or heard, they should report it to either Mr Childs or Miss Richards

### **Use of photos/videos by students**

- When using camera/video/ipad staff will discuss acceptable use rules with you
- Cameras etc may not be taken into unsupervised areas, toilets etc
- Photos/videos may only be taken on school devices. Own devices are permitted whilst on out of school experiences, with the consent of the lead teacher.

### **What will happen if I do not follow these rules?**

We want you to enjoy all the exciting opportunities that ICT can bring to your learning. However, if the rules are not followed, school will take action to ensure that you and other students are kept protected and safe.

### **One or more of the following can happen:**

1. Parents/Carers will be informed
2. School will complete a log which will be kept on file
3. Relevant authorities may also be informed in serious cases of mis-use (eg Police)
4. Your account may be suspended for an agreed period of time, any work delivered electronically will be done on paper
5. Access to computer club will be suspended for an agreed period of time

And finally, please remember, if you are unsure about anything you see online, Mr Childs or Miss Richards will always be available for you to come and talk to.

Date : September 2020

To be reviewed: September 2021