



Hampton Court House

ICT Acceptable Use Policy

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This Policy sets out *ICT Acceptable Use* by students. The policy for staff is included in the *Staff Code of Conduct*.

Related Policies

- Staff Code of Conduct
- Data Protection Policy
- New Laptops for Teachers and Support Staff

Years 5-6 Acceptable Use

Agreement / eSafety Rules

The following agreement is to be sent to students at the start of each academic year. Students are required to sign in agreement to adhering to our expectations.

1. I will not tell other people my ICT passwords.
2. I will only open/delete my own files.
3. I will only open email attachments from people I know, or whom my teacher has approved.
4. I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
5. I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
6. I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone I've met over the internet.
7. Images and video and audio recordings of pupils and/or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of the School, for example by uploading it to YouTube or a social networking site.
8. I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
9. I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
10. I know that my use of ICT can be checked and that my parents/guardian can be contacted if a member of school staff is concerned about my eSafety.
11. I understand that my email account will be disabled and deleted after I leave HCH and all content will be permanently deleted

The following consent is to be sent to parents at the start of each academic year:

Dear Parent/ Guardian,

Years 5-6 ICT Acceptable Use

ICT including the internet, e-mail and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these eSafety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact your child's Form Tutor, the Head of Computer Science or the Deputy Head Pastoral.



ICT Acceptable Use Confirmation

We have discussed this and _____ (student's name) agrees to follow the eSafety rules and to support the safe use of ICT at Hampton Court House.

Year Group: _____ Date _____

Parent's / Guardian's Signature: _____

Years 7-11 Acceptable Use

Agreement / eSafety Rules

The following agreement is to be sent to students at the start of each academic year. Students are required to sign in agreement to adhering to our expectations.

1. I will only log on to the school network, other systems and resources with my given username and password.
2. I will follow the school's ICT security system, not reveal my passwords to anyone and change them regularly.
3. I will not download or install software on school technologies or risk introducing any form of computer virus or malware into the school network.
4. I will make sure that all ICT communications with pupils, teachers or others are responsible and sensible.
5. I will not use my school email account for transmitting unsolicited commercial or advertising material (spam) or for sending chain letters.
6. I will be responsible for my behaviour when using the internet. This includes resources I access and the language I use.
7. I will not deliberately browse, download, upload, distribute or forward material that could be considered offensive, abusive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
8. I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone I've met online.
9. Images and video and audio recordings of pupils and/or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of the School, for example by uploading it to YouTube or a social networking site.
10. I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress, nor bring the school or myself into disrepute.
11. I will support the school approach to online safety and not deliberately upload, share or add any images, video, audio or text that could upset any member of the school community.
12. I will respect the privacy and ownership of others' work on-line at all times.
13. I will not attempt to bypass the internet filtering system.
14. I understand that all my use of the internet, email and other related technologies can be monitored and logged and can be made available to my teachers.
15. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parents/guardian may be contacted and in very serious incidents, even the police.
16. I understand that my email account will be disabled and deleted immediately after I leave HCH and all content will be permanently deleted.

The following consent is to be sent to parents at the start of each academic year:

Dear Parent/Guardian,

Years 7-11 ICT Acceptable Use

ICT including the internet, e-mail, mobile technologies and online resources have become an important part of learning in our school. We expect all pupils to be safe and responsible. It is essential that pupils are aware of eSafety and know how to stay safe when using any ICT.

If a student is found to have breached this policy, they will face the withdrawal of their email account and/or network usage for an indefinite period. The actual penalty applied will depend on factors such as the seriousness of the breach and the student's disciplinary record.

Pupils are expected to read and discuss this agreement with their parents or guardians and then to sign and follow the terms of the agreement. Any concerns can be discussed with their form tutor, the Head of Computer Science or the Deputy Head Pastoral.



ICT Acceptable Use Confirmation

We have discussed this and _____ (student's name) agrees to follow the eSafety rules and to support the safe use of ICT at Hampton Court House.

Year Group: _____

Date: _____

Parent's / Guardian's Signature: _____

Sixth Form Acceptable Use

Agreement / eSafety Rules

The following agreement is to be sent to students at the start of each academic year. Students are required to sign in agreement to adhering to our expectations.

1. I will only log on to the school network, other systems and resources with my given username and password.
2. I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.
3. I will not download or install software on school technologies or risk introducing any form of computer virus or malware into the school network.
4. I will make sure that all ICT communications with pupils, teachers or others are responsible and sensible.
5. I will not use my school email account for transmitting unsolicited commercial or advertising material (spam) or for sending chain letters.
6. I will be responsible for my behaviour when using the internet. This includes resources I access and the language I use.
7. I will not deliberately browse, download, upload, distribute or forward material that could be considered offensive, abusive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
8. I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone I've met online.
9. Images and video and audio recordings of pupils and/or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of the School, for example by uploading it to YouTube or a social networking site.
10. I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress, nor bring the school or myself into disrepute.
11. I will support the school approach to online safety and not deliberately upload, share or add any images, video, audio or text that could upset any member of the school community.
12. I will respect the privacy and ownership of others' work on-line at all times.
13. I will not attempt to bypass the internet filtering system.
14. I understand that all my use of the internet, email and other related technologies can be monitored and logged and can be made available to my teachers.
15. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parents/guardian may be contacted and in very serious incidents, even the police.

16. I understand that my email account will be disabled and deleted after I leave HCH and all content will be permanently deleted. If I leave at the end of Year 13, this will be in the October half term to allow me to have a chance to respond to any emails regarding university. If I leave before the end of Sixth form, my account will be disabled immediately.

The following consent is to be sent to parents at the start of each academic year:

Dear Sixth Former,

Sixth Form ICT Acceptable Use

ICT including the internet, e-mail, mobile technologies and online resources have become an important part of learning in our school. We expect all students to be safe and responsible. It is essential that students are aware of eSafety and know how to stay safe when using any ICT.

If a student is found to have breached this policy, they will face the withdrawal of their email account and/or network usage for an indefinite period. The actual penalty applied will depend on factors such as the seriousness of the breach and the student's disciplinary record.

Sixth Formers are expected to read and discuss this agreement with their parents or guardians and then to sign and follow the terms of the agreement. Any concerns can be discussed with their form tutor, the Head of Computer Science, or the Deputy Head Pastoral.



ICT Acceptable Use Confirmation

I, _____ (student's name) have read this and agree to follow the eSafety rules and to support the safe use of ICT at Hampton Court House.

Year Group _____

Date _____

Student's signature _____