East Whitby Academy recognises the importance of ICT in education and the needs of pupils to access the computing facilities available within the school.

The school provides computers for use by children. They offer access to a vast amount of information for use in studies, acting like an extension to the school library and offering great potential to support the curriculum. The computers are provided and maintained for the benefit of all children, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. Remember that access is a **privilege**, not a right and inappropriate use will result in that privilege **being withdrawn**.

Equipment
All the children will look after all equipment and treat everything with respect.
- Do not install, attempt to install or store programs of any type on the computers/laptops or other devices without permission.
- Do not damage, disable, or otherwise harm the operation of computers/laptops or other devices.
- Do not waste resources, particularly printer ink and paper. **It is important that children learn to press the print key once and be patient.**
- Do not eat or drink near computer equipment.
- Do not enter a computer room without a member of staff present.

Security and Privacy
- Do not give your password to others, or use passwords intended for the use of others.
- Do not use the computers in a way that annoys, harms, offends or insults others.
- Do not attempt to alter any settings.
- Never use USB pen drives, cds or dvds from home on the network as they may introduce viruses onto the computer system.
- Never access anyone else's files or attempt to deface/delete other peoples work.

Internet
All access to the internet is supervised by adults.
- Do not use the Internet to view, download, send or print materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other students and staff. This includes abiding by copyright laws.

Social Networking and Instant messaging
- Pupils are not allowed to use instant messaging, Facebook and other forms of electronic communication in school.

Please read this document carefully. If any student violates these provisions, access to the Internet will be denied and the student will be subject to disciplinary action. Additional action may be taken by the school in line with existing policy regarding school behaviour.

_____

PARENTS / CARERS

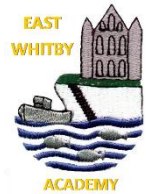I have read this Acceptable Use Policy **and I have discussed this with my child**.

I agree for my child _____ Class _____

to use the ICT equipment and Internet in accordance with the school guidelines.

Signed _____ **Parent/Carer**

Signed _____**Pupil**

Date: _____

EAST WHITBY ACADEMY

Internet and Email Rules

- I will act responsibly at all times when using the Internet and email

- I will only use the Internet for school related work with adult permission and in the presence of an adult

- I will respect copyright and will not copy other peoples work without permission

- I will not download pages from the Internet onto the school computer without first asking for permission from a teacher

- I understand that user areas on the school network are closely monitored and staff may review my files, communications and internet history.

- I will not purposefully attempt to access undesirable material on the Internet

- I understand what to do if I accidentally come across anything which upsets me or any undesirable material (turn the monitor off immediately and inform an adult)

- I understand what the consequences will be if I am found purposefully accessing undesirable material (I will be banned from using the Internet for a period of time and my parents will be informed of what has happened).

- I will only send emails to a known address; I will always use polite and appropriate language. I will only open my emails in the presence of an adult.

- I will not give out personal information or passwords.