

# ICT Acceptable Use Policy Students



**EARL MORTIMER**  
C O L L E G E

building achievement and  
excellence in our community

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## Earl Mortimer College - Acceptable Use Agreement: Pupils

- I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network/ Learning Platform with my own user name and password.
- I will follow the schools ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my school e-mail address when using the school computers.
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
- I will be responsible for my behavior when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not contact any person outside the school without permission of my teacher.
- Images 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.
- I will ensure that my online activity, both in school and outside school via remote access, will not cause my school, the staff, pupils or others distress or bring into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- 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 parent/ carer may be contacted.

**(To be placed in Homework diary from September 2011)**

Dear Parent/ Carer

ICT including the internet, learning platforms, e-mail and mobile technologies have become an important part of learning at Earl Mortimer College. We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of e-Safety and know how to stay safe when using any ICT.

Pupils are expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement in their homework diaries. Any concerns or explanation can be discussed with any member of the ICT staff.

We have discussed this document and .....(pupil name) agrees to follow the e-Safety rules and to support the safe and responsible use of ICT at Earl Mortimer College.

Parent/ Carer Signature .....

Pupil Signature .....

Tutor Signature: .....