

School Policy	
School	St Martins school
Name	ICT acceptable use policyKS3/4
Statutory Policy	No
Members of Staff Responsible	Headteacher/Data Protection Manager/ ICT team / SLT.
Date of Review of current document , term / year	Summer 2018
Review Cycle	2 Years
Website	Yes
Approval body.	Local Governing Body
Legislation	Education (Pupil Information) (England) Regulations 2005 GDPR may 2018
Trust policy	No
Policy for staff / students / parents	Students
Other policy to be taken account of	Safeguarding, Behaviour, E safety , ICT, Preventing extremism and radicalisation.

E Safety -Acceptable Use Policy for learners in KS3 and above

I agree that I will:

- only use, move and share personal data securely
- respect the school network security
- set strong passwords which I will not share
- not use my own mobile device in school unless I am given permission
- respect copyright and the intellectual property rights of others
- only create and share content that is legal
- always follow the terms and conditions when using a site
- only visit sites which are appropriate
- discuss and agree my use of a social networking site with a responsible adult before joining
- only use approved email accounts
- only use appropriate content which I have permission to use
- only communicate online with trusted users
- never meet an online friend without taking a responsible adult that I know with me
- make sure all messages/posts I send are respectful
- not respond to or forward any inappropriate message or content
- be cautious when sharing personal contact information
- only communicate electronically with people I know or have been approved by my school
- report unsuitable content or activities to a member of staff

I agree that I will not:

- visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
 - indecent images of myself or anyone else
 - images of other people, staff and students without their permission
 - promoting discrimination of any kind
 - promoting violence or bullying
 - promoting racial or religious hatred
 - promoting illegal acts
 - gambling
 - any other information which may be offensive to others
 - forward chain letters
 - breach copyright law
 - do anything which exposes others to danger

I know that anything I share online may be monitored.

I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend.

I am aware of the CEOP report button and know when to use it.



Signed: _____ Student