

2024 ICT USAGE AGREEMENT



I agree to follow the expectations set out below when using ICT at school.

Online Safety

To stay safe online I will:

- Not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- Not let anyone else know my password, except for my parents and teachers.
- Not let others use my online services account unless it is with the teacher's permission.
- Know that I am responsible for anything that happens when my online account is used.
- Not access other people's online accounts.
- Tell my teacher if I think someone is using my online account.
- Know that the school and the Department of Education may see anything I send or receive.
- Make sure that any communication that I send or any work that I wish to have published is polite, carefully written and well presented.
- Use material from internet sites or other sources only if I have permission to do so.
- State where any material comes from that I have found on the internet and have used in my work.
- Tell my teacher straight away about any information or images on the computer/other devices that makes me feel uncomfortable.
- Not take or share photos or video without permission.
- Not damage or disable the iPad/computer networks of the school, the Department of Education or any other organisation.

ICT Behaviour

To take care of my ICT devices I will:

- Only use the ICT device for learning as directed by the teacher.
- Follow all instructions from teachers when using ICT devices at school.
- Not use ICT devices to communicate via email or phone/video call, unless I have teacher permission. This also includes all devices that have been loaned to the school (i.e. SEN:D/SEN:BE).
- Not change ICT device settings.
- Tell my teacher if the ICT device is damaged or broken.

I understand that:

- I am responsible for my actions while using online services and may be held responsible for any breaches caused if I allow any other person to use my online account.
- If I misuse any online services and/or ICT I may be held liable and the Principal may take further action as per our Good Standing Policy.