LANDAU SCHOOL

ICT POLICY

At LANDAU School, the use of computers as an educational tool, particularly the Internet, is an integral part of our learning programmes. To assist our students to become lifelong learners, they must become skilled in the ability to access, evaluate and use information from a wide range of sources. Students need to become confident in using technology to help them solve problems alone or collaboratively, to be creative and innovative and able to communicate locally, nationally and globally.

1. Student Responsibilities

Use of both computers and the Internet at school is a privilege, not a right. You need to use it properly and take responsibility for your own actions. If you choose to use computers incorrectly, access inappropriate sites on the Internet or misuse e-mail, then you will lose that privilege.

This policy is designed for staff, students and parents to read and acknowledge

a. Rules for general use of tablets/computers:

- On the network, I will use only my own (or my class) login and password, which I will keep secret.
- I will not use anyone else's (or another class) password.
- I will not look at or delete other people's files.
- I will not download files (executables, zipped files or any file not related to class work) from the Internet to my tablet and any school computer without permission from a teacher.
- I will not change the setting on any school computer.
- I will treat all computers and associated hardware with respect and not intentionally cause damage.
- I will not download games on my Tablet and will use my tablet only for educational purposes.

b. Internet:

- I will take notes from other people' I will check that the information used from the Internet is accurate.
- s work as a basis for creating my own, rather than copying.
- I will record the web address of internet sites I am using to help create my own ideas.
- I will let my teacher know if I come across any site that I am unsure or uncomfortable about.
- I will let my teacher know if I attempt to access any blocked sites.
- I will not access chat rooms unless directed to do so by my teacher for learning purposes.
- I will use the Internet for educational purposes, not for personal purposes.

- I know that the school may check my computer files and may monitor the Internet sites I visit.

c. **E-mail:**
- I will only use the e-mail account that has been provided for me by the school and this must only be used in school for educational purposes.
- I will always be polite and courteous in email messages.
- I will always respect the rights and feelings of other computer users.
- I will not give personal details such as my surname, address, telephone number or photo in any communication.
- If I receive a rude or upsetting message, I will tell my teacher immediately.
- I will not open e-mail attachments from people I don't know as they may contain viruses.
- I will manage my mailbox and ensure it stays within any agreed size limit. I understand that once my mailbox reaches any agreed limit I will be unable to receive future e-mails.

d. **Printing:**
- I will use the school printers only to print pieces which are teacher directed activities.
- I will check with the ICT staff or my teacher before printing any document.

e. **Portable Flash Memory Devices:**
- I will only bring Flash Memory devices (Flash Drives, MP3 players, phones) when it is a requirement of my class work.
- I will only have work related files on my Flash Memory device. There will be no games or music on my device unless required in the classroom.
- I accept responsibility for caring for my Flash Memory device when it is at school.
- I will only use my Flash Memory device when instructed by the teachers.

f. **Consequences of not using computing resources in a responsible way:**
- Students who are unable to abide by the responsibilities set out for the acceptable use of ICT hardware and resources can be banned from using the school network for a period of time. Depending on the number and nature of the offence students can be banned from the network for anywhere between one day and one term.
- Parents will be informed immediately of a situation where students have accessed inappropriate web sites or sent inappropriate or offensive e-mails.