

**Lockers Park School ICT Acceptable Use Policy for Pupils**  
**Rules for responsible use of the internet and electronic or digital devices**  
(Version dated February 2011)

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Information and communication technology (ICT) comprises a variety of systems that handle and allow the communication of electronically retrievable information. Computers are the most obvious of these but information and communication technologies also include programmable robots, CD players, interactive whiteboards, calculators, digital cameras, video cameras, fax, TV, mobile phones, electronic gaming devices, Internet & email.

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In ICT lessons pupils are taught and regularly reminded of what is acceptable and what is not and they are given clear objectives for Internet and email use. In Year 6 pupils complete an Internet Proficiency unit which focuses on e-Safety, including the use of mobile phones. Boys are taught not to respond to cyberbullies but to report any messages or material that makes them feel uncomfortable. There are posters around the school to remind boys of rules and responsibilities.

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- I will only access the school system with my own Username and Password, which I will keep secret.
- I will not do anything that intentionally damages the school computer system.
- I must not touch the flat screen monitors or interfere with school or other pupils' equipment.
- I must log off properly so that I do not cause problems for other users.
- I will not print unnecessarily. If I need to print, I will obtain permission from a teacher beforehand. If possible I will print in black and white and will use the colour printers only when needed.
- I will not access or interfere with other people's files, folders or ICTs.
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- I will only send polite messages by email / SMS and will not use obscene language.
- I will not give my personal details (including home address and telephone number) to anyone unless I have permission from my parents or a teacher.
- I will report any unpleasant material or messages sent to me. I understand that my report would be confidential and would help to protect other users.
- Whilst I am the responsibility of Lockers Park, I will only access the internet using a school computer. I will only take photos or videos with permission from a teacher.
- I will not use Social Networking Sites, Instant Messaging, Newsgroups, Chat Rooms or online shopping.
- The use of web mail sites is prohibited as every boy has his own email address at school.
- I will not sign up to anything on the internet unless I have permission from my parents or a teacher.
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- I will be careful not to copy information or images which are copyrighted.
- I will not use ICTs to capture, access, display or distribute pornographic, racist, offensive or harmful material.
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- I will ask if I am unsure about any of the school ICT rules.

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- I will not access or interfere with other people's files, folders or ICTs.
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- I will report any unpleasant material or messages sent to me. I understand that my report would be confidential and would help to protect other users.
- Whilst I am the responsibility of Lockers Park, I will only access the internet using a school computer. I will only take photos or videos with permission from a teacher.
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- I will not access or interfere with other people's files, folders or ICTs.
- I will not clog up the school network by storing files that are not work related. I will regularly organise and delete files and folders that are no longer required.
- I will only communicate electronically with people I know or who my teacher has approved.
- I will only send polite messages by email / SMS and will not use obscene language.
- I will not give my personal details (including home address and telephone number) to anyone unless I have permission from my parents or a teacher.
- I will report any unpleasant material or messages sent to me. I understand that my report would be confidential and would help to protect other users.
- Whilst I am the responsibility of Lockers Park, I will only access the internet using a school computer. I will only take photos or videos with permission from a teacher.
- I will not use Social Networking Sites, Instant Messaging, Newsgroups, Chat Rooms or online shopping.
- The use of web mail sites is prohibited as every boy has his own email address at school.
- I will not sign up to anything on the internet unless I have permission from my parents or a teacher.
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- I will be careful not to copy information or images which are copyrighted.
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Signed .....

Print Name .....

Date .....

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**Rules for responsible use of the internet and electronic or digital devices**  
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- I must log off properly so that I do not cause problems for other users.
- I will not print unnecessarily. If I need to print, I will obtain permission from a teacher beforehand. If possible I will print in black and white and will use the colour printers only when needed.
- I will not access or interfere with other people's files, folders or ICTs.
- I will not clog up the school network by storing files that are not work related. I will regularly organise and delete files and folders that are no longer required.
- I will only communicate electronically with people I know or who my teacher has approved.
- I will only send polite messages by email / SMS and will not use obscene language.
- I will not give my personal details (including home address and telephone number) to anyone unless I have permission from my parents or a teacher.
- I will report any unpleasant material or messages sent to me. I understand that my report would be confidential and would help to protect other users.
- Whilst I am the responsibility of Lockers Park, I will only access the internet using a school computer. I will only take photos or videos with permission from a teacher.
- I will not use Social Networking Sites, Instant Messaging, Newsgroups, Chat Rooms or online shopping.
- The use of web mail sites is prohibited as every boy has his own email address at school.
- I will not sign up to anything on the internet unless I have permission from my parents or a teacher.
- I will not download / upload anything from / to the internet or other ICTs unless I have permission from a teacher.
- I will be careful not to copy information or images which are copyrighted.
- I will not use ICTs to capture, access, display or distribute pornographic, racist, offensive or harmful material.
- I will report anyone using ICTs to access, display or distribute pornographic, racist, offensive or harmful material. I understand that my report would be confidential and would help to protect other users.
- I understand that Lockers Park may check my computer files and will monitor the Internet sites that I visit and attempt to visit.
- I understand that Lockers Park has a right to examine and delete files, media or communications from any electronic or digital devices held at school.
- I will ask if I am unsure about any of the school ICT rules.

### **Parent's permission**

I give permission for my son's access to ICT based on the terms set out above.

Signed .....

Print Name .....

Date .....

### **Boy's agreement**

I agree to follow these rules for Acceptable ICT Use.

Signed .....

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**Lockers Park School ICT Acceptable Use Policy for Pupils**  
**Rules for responsible use of the internet and electronic or digital devices**  
(Version dated February 2011)

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Internet access via the school network is filtered by WEBSense web filtering software. This restricts pupils from accessing sites within certain categories that are considered to be unsuitable. Specific websites are also blocked as required. The school regularly monitors Internet sites accessed.

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- I will report any unpleasant material or messages sent to me. I understand that my report would be confidential and would help to protect other users.
- Whilst I am the responsibility of Lockers Park, I will only access the internet using a school computer. I will only take photos or videos with permission from a teacher.
- I will not use Social Networking Sites, Instant Messaging, Newsgroups, Chat Rooms or online shopping.
- The use of web mail sites is prohibited as every boy has his own email address at school.
- I will not sign up to anything on the internet unless I have permission from my parents or a teacher.
- I will not download / upload anything from / to the internet or other ICTs unless I have permission from a teacher.
- I will be careful not to copy information or images which are copyrighted.
- I will not use ICTs to capture, access, display or distribute pornographic, racist, offensive or harmful material.
- I will report anyone using ICTs to access, display or distribute pornographic, racist, offensive or harmful material. I understand that my report would be confidential and would help to protect other users.
- I understand that Lockers Park may check my computer files and will monitor the Internet sites that I visit and attempt to visit.
- I understand that Lockers Park has a right to examine and delete files, media or communications from any electronic or digital devices held at school.
- I will ask if I am unsure about any of the school ICT rules.

### **Parent's permission**

I give permission for my son's access to ICT based on the terms set out above.

Signed .....

Print Name .....

Date .....

### **Boy's agreement**

I agree to follow these rules for Acceptable ICT Use.

Signed .....

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**Rules for responsible use of the internet and electronic or digital devices**  
(Version dated February 2011)

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- I will not print unnecessarily. If I need to print, I will obtain permission from a teacher beforehand. If possible I will print in black and white and will use the colour printers only when needed.
- I will not access or interfere with other people's files, folders or ICTs.
- I will not clog up the school network by storing files that are not work related. I will regularly organise and delete files and folders that are no longer required.
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- I understand that Lockers Park may check my computer files and will monitor the Internet sites that I visit and attempt to visit.
- I understand that Lockers Park has a right to examine and delete files, media or communications from any electronic or digital devices held at school.
- I will ask if I am unsure about any of the school ICT rules.

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Print Name .....

Date .....

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**Rules for responsible use of the internet and electronic or digital devices**  
(Version dated February 2011)

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- I must log off properly so that I do not cause problems for other users.
- I will not print unnecessarily. If I need to print, I will obtain permission from a teacher beforehand. If possible I will print in black and white and will use the colour printers only when needed.
- I will not access or interfere with other people's files, folders or ICTs.
- I will not clog up the school network by storing files that are not work related. I will regularly organise and delete files and folders that are no longer required.
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- I will report any unpleasant material or messages sent to me. I understand that my report would be confidential and would help to protect other users.
- Whilst I am the responsibility of Lockers Park, I will only access the internet using a school computer. I will only take photos or videos with permission from a teacher.
- I will not use Social Networking Sites, Instant Messaging, Newsgroups, Chat Rooms or online shopping.
- The use of web mail sites is prohibited as every boy has his own email address at school.
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- I will be careful not to copy information or images which are copyrighted.
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In ICT lessons pupils are taught and regularly reminded of what is acceptable and what is not and they are given clear objectives for Internet and email use. In Year 6 pupils complete an Internet Proficiency unit which focuses on e-Safety, including the use of mobile phones. Boys are taught not to respond to cyberbullies but to report any messages or material that makes them feel uncomfortable. There are posters around the school to remind boys of rules and responsibilities.

All boys who are requesting access to ICT at Lockers Park should read and sign a copy of this policy to show that they understand the current rules. Parents are also expected to sign to show that they are happy for their son to access ICT in school based on the provision and rules outlined in this and other policies. Please return ICT Acceptable Use Policies to the Head of ICT (Sarah Diggory) so that access can be permitted as soon as possible.

The Lockers Park ICT Acceptable Use Policy for Pupils relates to other policies including those for ICT, e-Safety, Bullying and Child Protection. Please ask if you would like to read any of these documents in full.

***This new version replaces the original and must be signed by all boys and their parents.***

***Please turn over...***

## **Rules for responsible use of the internet and electronic or digital devices (ICTs):**

- I will only access the school system with my own Username and Password, which I will keep secret.
- I will not do anything that intentionally damages the school computer system.
- I must not touch the flat screen monitors or interfere with school or other pupils' equipment.
- I must log off properly so that I do not cause problems for other users.
- I will not print unnecessarily. If I need to print, I will obtain permission from a teacher beforehand. If possible I will print in black and white and will use the colour printers only when needed.
- I will not access or interfere with other people's files, folders or ICTs.
- I will not clog up the school network by storing files that are not work related. I will regularly organise and delete files and folders that are no longer required.
- I will only communicate electronically with people I know or who my teacher has approved.
- I will only send polite messages by email / SMS and will not use obscene language.
- I will not give my personal details (including home address and telephone number) to anyone unless I have permission from my parents or a teacher.
- I will report any unpleasant material or messages sent to me. I understand that my report would be confidential and would help to protect other users.
- Whilst I am the responsibility of Lockers Park, I will only access the internet using a school computer. I will only take photos or videos with permission from a teacher.
- I will not use Social Networking Sites, Instant Messaging, Newsgroups, Chat Rooms or online shopping.
- The use of web mail sites is prohibited as every boy has his own email address at school.
- I will not sign up to anything on the internet unless I have permission from my parents or a teacher.
- I will not download / upload anything from / to the internet or other ICTs unless I have permission from a teacher.
- I will be careful not to copy information or images which are copyrighted.
- I will not use ICTs to capture, access, display or distribute pornographic, racist, offensive or harmful material.
- I will report anyone using ICTs to access, display or distribute pornographic, racist, offensive or harmful material. I understand that my report would be confidential and would help to protect other users.
- I understand that Lockers Park may check my computer files and will monitor the Internet sites that I visit and attempt to visit.
- I understand that Lockers Park has a right to examine and delete files, media or communications from any electronic or digital devices held at school.
- I will ask if I am unsure about any of the school ICT rules.

### **Parent's permission**

I give permission for my son's access to ICT based on the terms set out above.

Signed .....

Print Name .....

Date .....

### **Boy's agreement**

I agree to follow these rules for Acceptable ICT Use.

Signed .....

Print Name .....

Date .....