



Ranby House School ICT Acceptable Use Policy

Using the computer:

- I will only access the computer system with the login and password I have been given.
- I will not look at or alter other people's files.
- I understand that if I need to transfer work using Ranger Outpost, I must only transfer files that are relevant to my school work.
- I understand that I must not bring any software into school or attempt to install it on a computer.
- I understand that school computers are only to be used for schoolwork during the school day. Using the computers for any other purpose is at the discretion of my teacher / house parent.

Using the Internet:

- I agree always to ask permission from a teacher before using the Internet.
- I understand that I must not write my name, address, phone number (home or mobile) or email address on any website or online form; This is for my protection.
- I agree that I will not write any personal information or comments about my friends, family, teachers or my school on any computer or social networking (Facebook etc.) website.
- I agree not to complete and send forms, without being asked to do so by my teacher.
- I agree never to use Internet chat rooms whilst at school.
- If I see anything unpleasant or that makes me feel uncomfortable I will immediately tell a teacher, because this will help protect me and other pupils.
- I understand that the school may check my computer files and the Internet sites I visit.
- I understand that I should not copy information from the Internet and say it is my work.

Using email

- I understand that I may use my own web-based e-mail (hotmail, livemail etc) but that the school will monitor the contents of these e-mails if they are used on school computers.
- I understand that I must not use e-mails or any other similar facility to bully or intimidate other members of the Ranby community, or anyone else, and that racist, sexist, foul language or other derogatory remarks will not be tolerated.

Other Electronic Devices

I understand that when I am allowed to bring electronic devices, such as i-pods, PSPs etc, into school that;

- I will not attempt to use it to connect to the internet.
- Any content on the device must be age appropriate and not be offensive or potentially upsetting to other members of the community.
- Any built in camera must not be used.
- The device is for my own personal use only and must not be lent to any other member of the community.

All school internet access is filtered and supervised but you should be aware that on rare occasions pupils gain access to inappropriate material. The school will do all it can to try to prevent this happening and will inform parents if there is cause for concern.

I have read and understood the above 'Acceptable Use Policy' and discussed it with my parents. I will keep the rules at all times and understand that if I deliberately break any of them, that I will be subject to the appropriate sanction.

Pupil Name: _____ **(Capitals Please)**

Signed: _____ **(Pupil)**

Signed: _____ **(Parent)**

Date: _____ **(Pupil)**

Date: _____ **(Parent)**