



St Mary
Magdalene
Academy

ICT USAGE CONTRACT FOR STAFF & PUPILS POLICY

St Mary Magdalene Academy is a Christian community of learning. We aim to nurture young people to become high achievers and to discover their vocation in the global society.

“Show by a good life that your works are done by gentleness born of wisdom”
James 3.13

- **ST MARY MAGDALENE ACADEMY**

Approval Committee:	Curriculum & Standards Committee
Review Committee:	Curriculum & Standards Committee
Author/responsible person:	Head Teachers (Primary and Secondary)
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Required to publish on website?	NO
Statutory?	NO

1 **ICT Usage Contract for Staff & Pupils**

Introduction

- 1.1 The Academy has drawn up this policy for its staff and pupils so that the Academy staff, its pupils and their parents/carers know what is, and what is not, expected of them. This policy is based on elements from those produced by other schools, guidelines given by the National Grid for Learning (NGfL) and our own requirements.
- 1.2 Only once the document has been signed and returned will access to the ICT resources be permitted. If any staff member or pupil violates these provisions, access will be denied and the pupil may be subject to disciplinary action.

Policy

- 1.3 The computers are provided and maintained for the benefit of all who work and study here. Pupils are responsible for good behaviour using computers and on the Internet just as they are in a classroom or a school corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

Equipment in school

- 1.4 Do not install, attempt to install or store programs of any type on the computers without permission.
- 1.5 Do not print any non-school related content.
- 1.6 Do not damage, disable, or otherwise harm the operation of computers.
- 1.7 Do not waste resources, particularly printer ink and paper.
- 1.8 Do not eat or drink near computer equipment.
- 1.9 Pupils must not use IT equipment unsupervised.

Security and Privacy in school

- 1.10 Do not give your password to others, or use passwords intended for the use of others.
- 1.11 Pupils should never tell anyone you meet on the Internet your home address, your telephone number, your school's name, or send them your picture, unless you are given permission to do so.
- 1.12 Do not use the computers in a way that annoys, harms, offends or insults others.
- 1.13 Respect, and do not attempt to bypass, security in place on the computers; do not attempt to alter the settings.

- 1.14 Computer storage areas, flash memory devices and other removable media may be inspected by members of staff to ensure that users are using the system responsibly.

Internet in school

- 1.15 Do not access the Internet unless for study or for school authorised/supervised activities.
- 1.16 Do not use the Internet to view, download, send or print materials which are unlawful, obscene or abusive.
- 1.17 Respect the work and ownership rights of people outside the school, as well as other pupils or staff. This includes abiding by copyright laws.
- 1.18 Do not engage in 'chat' activities over the Internet.
- 1.19 Pupils should never arrange to meet anyone. People you contact online are not always who they seem.

Email in school

- 1.20 Do not use Hotmail, Yahoo or any other web-based email at the Academy. Only the SMMA Webmail System may be used.
- 1.21 Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed.
- 1.22 The viewing, sending or receiving of emails containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of staff.
- 1.23 NEVER OPEN ATTACHMENTS TO EMAILS unless they come from someone you already know and trust and they are expected. They could contain viruses or other programs which could damage or destroy all the information and software on your computer.

ICT Code of Conduct which we expect staff and pupils to respect whether in or outside school

- 1.24 Do not put anything hurtful online. This includes anything that can be regarded as racist, sexist, abusive, bullying, intimidating or inflammatory.
- 1.25 Do not post or send offensive, inappropriate or revealing pictures of yourself or others.
- 1.26 Be courteous to others online. Block unwanted contact and always report abuse. Always evidence abuse by taking screen shots and saving texts and emails.

1.27 No letters, emails, photographs, cartoons, text messages, jokes or other electronically generated documents may be generated or circulated which in the reasonable opinion of the Head Teacher are considered to be offensive and/or intended to bully, harass or intimidate any other pupil(s) or staff member(s) on websites such as You Tube, Twitter etc. Failure to keep to this expectation will result in the school's disciplinary procedure being applied and may lead to a serious sanction.

Name:

Signature:

Parent/Carer Name (if applicable):

Parent/Carer Signature (if applicable):

Date:
