Isle of Man Government
Reiltys Ellan Vannin

BRADDAN PRIMARY SCHOOL
Isle of Man

Braddan Primary School Pupils - ICT Acceptable Use Policy

This policy has been drawn up by Braddan School and the Department of Education and Children, and applies to the use of all ICT equipment used in school, or belonging to the Department of Education and Children, and includes the use of Google Docs.
We ask that parents support this policy by also adhering to it in the home environment.

1. **These rules apply to all equipment.** I know that these rules will apply to me at all times when I am using either provided ICT equipment in school or at home, or my own ICT equipment within school, such as computers, cameras, scanners, software and networks.
2. **Take care when using equipment.** I will take care when I am using all ICT equipment. I will not break or damage any ICT equipment and if anything gets broken then I will report it straight away.
3. **Ask before using your own ICT equipment.** I will not bring my own ICT equipment with me unless I have been given permission by a designated member of staff. If I am allowed to bring my own ICT equipment then I will obey all the extra rules I will be given about how I can use it.
4. **Keep passwords safe.** I will always log on using my own user-name and password. I will not tell my login details to anybody else. I know that I will be responsible for everything that is done using my login details. If I think that somebody else knows and has used my login details then I will report it straight away so that my login details can be changed.
5. **Nothing is secret.** I realise that my use of both my own and provided ICT equipment will be monitored and that everything I do may be recorded. I agree that I have no right to privacy and I agree to being monitored and recorded at all times. I realise that the results of this monitoring may be shared with other people if I break any of the rules or if my actions are of a criminal nature.
6. **Keep personal information safe.** I will not disclose any of my personal details to other people, or log any personal details on websites, while using ICT. (Personal details include telephone numbers, addresses and all types of personal financial information.) I agree that I will never pass on the personal details of another person without that person's permission.
7. **Understanding copyright.** If I am downloading music, video or images, I will check with staff that it is legal and copyright free. I understand that music and video files are often put on the Internet illegally and that by using those files I will be breaking the law.

8. **Educational uses only.** My use of ICT equipment will only be for educational uses, although limited personal use is permitted provided that this is not done during normal working time and does not contravene any of the other rules in this document.
9. **No hacking.** I will not try to access any websites, services, files or other resources that are blocked or which I am not allowed to try to access.
10. **Unsuitable material.** I agree that I will not try to view, send, upload or download material that is unsuitable for viewing. If I accidentally see any unsuitable material then I will immediately close (but not delete, in the case of emails) the material and tell a member of staff. I know I will not be held responsible if I view unsuitable material by accident and I realise that by reporting this I will help to improve the e-safety of my school/youth project. If I am in any doubt about the suitability of any material, or if any doubts are raised, then I will not (re)access the material. I will not access material that has been rated as “unsuitable”.
11. **Be polite.** Proper conduct must be maintained at all times while using ICT. I agree that I will not harass, bully, insult or attack others via email or any other means. The use of strong language, swearing or aggressive behaviour is not acceptable. I will be polite at all times.
12. **Friends on Social Networking Sites**. School staff and students must not be friends on social networking websites.

I realise that any contravention of the rules set out in this document will result in sanctions being applied. If I break any of these rules then my use of ICT in school may be limited or completely stopped. I am aware that my activities may also be reported to other people, and that account histories can be viewed. Spot checks on devices can and will be carried out by teaching staff.

Definitions;

(1) Unacceptable content is defined as; pornographic, adult, tasteless or offensive material; violence, racism, extremist or hatred views; illegal drug taking, criminal skills or software / media piracy.

(2) Inappropriate uses are; Bullying, unwanted content or hacking

Copyright Infringement;

Users must not download or distribute copyrighted media files (including music, pictures and videos) for which they do not possess the appropriate license. It is unlikely that any user will be licensed to distribute (either by way of sharing or for gain) any commercial copyrighted media files. Such files should be neither stored nor distributed using the Department of Education’s ICT hardware/ facilities as this could lead to infringements of copyright law. These files also constitute an e-safety threat because they can contain inappropriate material.

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