

Acceptable Use of Information Communications Technology

Learning at Woodbrook Vale includes regular use of computers, the internet and other information and communications technology. We need to make sure that you use communications technology safely and sensibly.

Students who agree to the following guidelines will be allowed to use ICT:

1. I will only access the system with the correct login name.
2. I will not access other people's files.
3. I will only use the computers for school work and homework.
4. I will NOT bring pen drives from outside school unless I have been given permission.
5. I will ask permission from a member of staff before using the computers and the internet.
6. I will not access or attempt to access inappropriate web pages.
7. I will only e-mail people my teacher has approved.
8. The messages I send will be polite and responsible.
9. I will NOT give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission.
10. I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other students and myself.
11. I understand that the school will check my computer files and will monitor the internet sites I visit.
12. I will not take photographs without permission of a teacher.

Use of Mobile Phones

Use of Mobile Phones during lesson time will only be allowed with the explicit agreement of the teacher and for the purpose of supporting learning. Using the phone for a non-curriculum purpose or any unacceptable use will result in the withdrawal of the privilege and also the confiscation of the phone.

At all other times the mobile phone will be switched off and it will be kept out of sight. It is not acceptable for phones merely to be put on silent.

No student may take a mobile phone into a room or other area where examinations are being held.

The security of the phone will remain the student's responsibility in all lessons including PE lessons.

If asked to do so, content on the phone (e.g messages, emails, pictures, videos, sound files) will be shown to a teacher.

Unacceptable Use

The School will consider any of the following to be unacceptable use of ICT and mobile phones and a serious breach of the school's behaviour policy resulting in sanctions being taken.

1. Photographic or filming staff or other students without their knowledge or permission.
2. Bullying, Harassing or intimidating staff or students by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites.
3. Refusing to switch a phone off or handing over the phone at the request of the member of teaching or support staff.
4. Using the mobile phone outside of school hours to intimidate or upset staff and students will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time.

Signed.....Student