Thomas More College

An Inspired Education

ACCEPTABLE USER POLICY FOR
THOMAS MORE COLLEGE SENIOR PRIMARY PUPILS

Anything on the Thomas More College (TMC) network is the property of Thomas More College. Should there be any suspicion that a pupil is not behaving **safely**, **responsibly** or with **respect**, in accordance with the whole-school Acceptable User Policy, TMC reserves the right to monitor and access a person's devices and profile contents. This also applies to all personal devices on the school property during the school day.

I understand that to remain <u>Safe</u> while using all TMC ICT, I must

- NOT share passwords at all. Make strong passwords and change them regularly.
- NOT share personal information, videos or pictures with anyone I do not know personally on public platforms or anywhere online.
- NOT access or use any digital platform that contains age restrictions, pornography, bad language, violence, illegal activities, politics, racism, sexism, hatred or any other content that is deemed not acceptable in line with the school's ethos. This includes all social media platforms.
- NOT use VPN software to bypass the TMC security settings.
- NOT purchase items online.
- Always check privacy settings and set them to their maximum level.

I understand that it is my <u>Responsibility</u>

- To report **any** unsuitable material OR inappropriate behaviour (bullying, pornography etc.) immediately.
- To report any confidential material discovered accidentally.
- To save all work in the designated places on the TMC network.
- To logout of school devices/public platforms at the end of session/lesson.
- To use all ICT resources for their intended purpose only, abiding by all rules to never harm anyone, their work or do anything destructive or unlawful.
- To respect the copyright laws and not plagiarise.
- To put away and lock up my personal device when not in use (before school, break times, after school and during extracurricular activities). Should I not do so I cannot hold TMC responsible for the care of my device.
- To make sure that I come to school with my devices fully charged. Should I need to top up my charge I must have the necessary equipment.
- To catch up work if absent / without a device.
- To inform the teacher of my absence and to check the Google Classroom.

I will **Respect**

- All TMC devices, facilities and hardware by maintaining them appropriately. No vandalism will be tolerated.
- The TMC network and all associated software by not tampering with any unauthorised applications.
- All people at all times using all of the TMC network facilities on campus. I will not use ICT to harass, bully, or be unkind to anyone in anyway whatsoever. (Remember even after it's deleted it can still be recovered)
- Other people's privacy and never record or post anything about anybody else without their permission.
- Other people's privacy and never log onto another pupil's computer. Should another pupil accidently leave their computer logged on and unattended, I shall do the responsible thing and sign them out.
- All teachers and only use **ALL** ICT when instructed to do so. This includes **ALL** devices, phones, headphones etc. and software. Games, music, everything. Do not assume it is OK!
- Others and myself at all times, in all my actions and behaviour, using **ALL** ICT at TMC.

I acknowledge and understand this Pupil Acceptable User Policy, and that the use of Thomas More College ICT is a privilege and not a right. Any inappropriate use will result in the reassessment of these privileges and may include disciplinary action found in the school's Code of Conduct.

Pupil's name (printed) _____, in Grade _____
I have read, understood and agree to the information contained in this Thomas More College Senior Primary Acceptable User Policy document. I understand that by signing this form, the User defined below will be granted access to the Network and the privileges and responsibilities involved.

Pupil's signature _____ Date: _____

Mr. G. Balarin
Headmaster: Senior Primary

Ms. K. Nicholas
IT Teacher

Ms. C. Pattle
IT Teacher