



GENEVA ENGLISH
SCHOOL

ICT ACCEPTABLE USE POLICY FOR PRIMARY PUPILS

The aim of this policy is to encourage and ensure the safe and responsible use of digital technologies.

The policy sits alongside related policies that apply to pupils, members of staff, governors, parents and visitors), including, where applicable the School's:

- Behaviour & Discipline Policy;
- Privacy Notices;
- Data Protection Policy;
- e-Safety Policy;
- Safeguarding and Child Protection Policy.

PROPER USE OF SCHOOL COMPUTERS

- I will take good care of any school computer or device that is given to me.
- I will only use the school computers and devices with the permission of a member of staff.
- I will access the computer using the Guest account only.
- I will only use my own GES Google account using my own username and password only. I will not share my username or password with anyone else.
- I will not use school devices for online gaming unless these are educational games and my teacher has told me to access them.
- I will use my GES email and Google Drive for school purposes only. I will not save my personal files on the school network such as personal photos, music files etc.
- I will log out of any programs I was using on the laptop before I return it to the charging cabinet at the end of each lesson.
- I will not take a school iPad or laptop computer home with me.
- I will not change the settings on the computer.
- I will not print anything unless my teacher has told me to do so.
- If I see a website that I know I should not be on, I will tell my class teacher immediately.
- I understand that when I turn off the laptop, any files I have saved on the Desktop will be deleted.

SAFE, APPROPRIATE AND LEGAL USE OF THE INTERNET

- When online, I will not give out my personal information (e.g. name, home address, email address, phone number, information about the school or my age).
- I will not talk to someone I have never met on the computer or Internet.
- I will not use bad language on the computer that could upset another person. If I see something inappropriate on the computer, I will tell my class teacher immediately.
- I will not access anything that is inappropriate for someone of my age.
- I will not share photos, videos, contact details, or other information about someone else in my school
- I will not try to find out my teachers' personal email address or social media accounts.
- I will not talk to my teacher using a personal account.
- I will not copy and paste content from the Internet.
- I will not download any software or resources from the Internet onto the school computer.
- If I am worried about an email I have received, I will tell my teacher immediately.

MOBILE PHONES AND OTHER PERSONAL DEVICES

- If I bring a mobile phone to school, I will turn it off and bring this to the School Office at the beginning of the day where it will be kept until the end of the school day.
- I will not bring my mobile phone or other digital devices on school trips unless the trip leader has told me to do so.
- I will not bring any other personal device or wearable technology into school. This includes Kindles and smartwatches.
- I agree that any personal (or school) device used by a pupil, whether or not such use is permitted, may be confiscated and examined under such circumstances.

MY BEHAVIOUR ONLINE

- I understand that my online behaviour should be consistent with the core values of the School and with the School Rules.
- When using digital devices, I will be polite, thoughtful and responsible in my communications with others. I will not use aggressive, hurtful or inappropriate language.
- I will only communicate with my teacher on my GES Google account and only about schoolwork.

PASSWORDS

- I agree that I will not allow anyone else to log into my GES Google account.
- I will not tell anyone else my password or try to find out someone else's password.
- I will not change my Google password for any reason.
- I will tell my class teacher or Head of Computing if I think someone else knows my password.

PHOTOGRAPHY

- I will not use any digital device to take pictures in school unless I have permission from a member of staff.
- I will not take pictures of someone without their permission.

MONITORING AND ACCESS

- I am aware that my school accounts, including my Google account, will be closed within one month of leaving the School.

IT SUPPORT

- If my computer stops working, I will tell my class teacher immediately and explain what happened.

SANCTIONS

I agree to follow the rules set out in this policy. The School reserves the right, at its discretion, to investigate in an appropriate and sensitive manner any device used by a pupil (either personal or school-owned) to the extent necessary to ensure that electronic media and services are being used in compliance with the law, this policy and other school policies, to assist in the investigation of wrongful or criminal acts, or to comply with any legal obligations of the School.