

ICT Policy 2021

User Identification & Passwords Policy

- To log on, children and students must use a unique user identification (user-ID) that is protected by a secure password.
 - Passwords must be kept confidential and not displayed or written down in any form.
 - Passwords must not be words found in a dictionary, or based on anything somebody else could easily guess or obtain using person-related information.
 - Passwords must not be included in log-on scripts or other automated log-on processes.
 - Children and students must not disclose their personal passwords to any other person. Where other users are authorised to use group user-IDs, the password must not be disclosed to unauthorised people.
 - Children and students will be accountable for any inappropriate actions (eg bullying, accessing or sending inappropriate material) undertaken by someone using their personal user-ID.
- The use of shared group user-IDs will occur only in special circumstances and only after approval from the principal or director.

Appropriate Behaviour and Use Policy

- Students may use the Internet only for learning related activities that are approved by a teacher. They must not cause interference or disruption to other people or equipment, and students may not access or distribute inappropriate material.

This includes:

- Distributing spam messages or chain letters.
- Accessing or distributing malicious, offensive or harassing material.
- Bullying, harassing, defaming or giving offence to other people.
- Spreading any form of malicious software (eg viruses, worms).
- Accessing files, information systems, communications, devices or resources without permission.
- Using for personal financial gain.
- Using non-approved file sharing technologies (eg Torrent).
- Using for non-educational related streaming audio or video.
- Using for religious or political lobbying.
- Downloading or sharing non-educational material.

All children and students must have annual access to developmentally appropriate child protection curriculum.

Cyber Safe Use Agreement Policy

- **ICT User Agreements** must be in place for all children and students who use DfE online services.
 - Policies must be implemented in the form of written agreements, signed by staff and children/students and/or their parents.
 - Agreements may be modified by the school or preschool but they must outline the key terms and conditions of use of DfE online services, online behaviour and access privileges, and the consequences of non-compliance.
 - These agreements must be reviewed and updated annually to ensure their appropriateness and effectiveness.
- Policies must be regularly reinforced to all users.