



Richmond Primary School IT Devices/Internet Users Policy

Students at Richmond Primary School are provided with Information Technology devices, computer/laptops/iPads etc. and internet access. Students are expected to follow the guidelines of the school and **not** take part in any improper use of these devices or applications including use of the internet and email. Staff help students to understand that Internet use including email is filtered at school and can be monitored through DfE and school resources at any time.

Students and parents/caregivers are required to sign a user's agreement to use IT devices and the internet at Richmond Primary School in a safe, respectful and responsible manner for purposes related to school tasks as set by teachers. Students will receive appropriate supervision when using the Internet at school.

At school, students are required to;

- Only use devices and the Internet for schoolwork
- Ask permission from a member of staff before using the internet
- Only email people a teacher has approved
- Use polite and responsible language in emails
- Not provide any personal or private information to anyone online
- Report to my teacher any offensive, racist, sexually explicit material or hate speech that is found or received

Students are asked to take responsibility for their actions when using IT devices and the internet. They will;

- Only use their own individual own login user name and password details
- Gain permission from a teacher to use any saving devices;
- Make a request to the ICT committee if I want any software or applications to be installed and leave installation to the IT technician.
- Respect all computer hardware and software by not interfering in any way that may lead to damage

If students do not follow these expectations parents/guardians may be notified and students may have access to ICT resources removed for a period of time.

For matters of an illegal nature there may be further disciplinary action according to the school's Behaviour Policy; referral to SA Police if the nature of the behaviour warrants.

Revised February 2021