



# Hillview International School

## High School ICT Intentions and Expectations

*Our intention is that you will...*

- Feel confident, comfortable and safe at school when using a range of ICT technologies for school work or learning e.g. the Internet, mobile and smart devices, wearable tech and WiFi
- Be able to manage the distractions of this technology and use them wisely
- Know that you should speak to a teacher if something bad or unpleasant happens
- Only use the technology for good purposes; to be nice or to help yourself or others
- Never download programs or apps without permission or try to access other systems
- Never attempt to bypass school filtering or monitoring software
- Control your personal data and 'digital footprints' when using the Internet

*We expect you will...*

- Keep your password safe and never tell anyone what it is
- Stay safe online by being careful what you search for or what you click
- Use e-mail and other communication tools sensibly and only for learning
- Tell a teacher if you or someone else receives or views something unpleasant
- Never open attachments or files you don't recognise
- Only use your own account and never allow anyone else to access your account
- Treat ICT equipment with respect and care
- Report any problems to your teacher, don't try to fix anything yourself
- Never sign up/ sign in to any websites or apps without checking with your teacher first
- Never plug/connect any other devices into school equipment or network without asking a teacher
- Never send or publish material that violates copyright or other law or could be considered offensive. This includes materials sent / received using Video Conferencing or Web Broadcasting
- Not have a mobile phones in school. If, for any reason, you do need to have them in school (e.g. if going on a trip after school that requires phone contact) you will get your parents to confirm this to your Homeroom teacher and you will hand your phone into your Homeroom teacher in the morning.
- Keep other devices in your locker during the school day
- Keep your devices secure with a password, gesture or biometric lock
- Adhere to our [rules for using Google Meet](#)

*Your Internet activity and your screen may be monitored at any time by a member of staff. This is because we want to keep you safe and make sure you use your time well.*

I have read and understood the ICT Intentions and Expectations document and that there could be serious consequences if I misuse ICT.

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*Pupil signature*

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*Parent signature*