



ICT—Acceptable use for pupils.

We are keen to ensure that pupils keep themselves safe on line when at school. In order to ensure good practise we would like pupils to adhere to the following code.

Mobile phones and electronic devices.

- Pupils in Primary School are not allowed to bring mobile phones to school.
- Pupils in the Primary Department are not allowed to bring mobile phone on school trips, but can bring their own handheld devices.
- Pupils in the Secondary Department must ensure that all mobiles and tablet devices are handed into the school office in the morning.
- Pupils in the Secondary Department are allowed to bring mobile phones on school trips. Please see the following conditions;

Phones and devices may be used on trips during free time but not during activities

Pupils will not keep their phones or Wi-Fi devices with them all night

In the event of an incident/accident pupils must accept the need for information to be passed appropriately by staff in the first instance

Any pupil who bullies others using their phone or device will have it confiscated

The school will not be held responsible for loss or damage to pupil's mobile phones or devices.

Use of computers and laptops

- All pupils will log on using their username and password.
- Pupils will not use Google accounts at school to send emails and save passwords.
- All pupils should only use the Glow email portal in school to send and receive emails.
- All pupils will use the Internet responsibly and will not browse offensive or illegal material.
- All pupils are expected to look after all ICT equipment.
- When using the internet pupils will not give out their own or others personal details, name, phone number address or photograph.
- Any illegal , offensive or bullying behaviour will be reported to a teacher.
- I will not copy information from the internet and say that it is mine.

I understand this if I do not follow this policy that my parents/ carers will be informed and a record be kept.

As a school

We will ensure that pupils should not be able to access inappropriate content on the Internet.

Teach pupils skills that will help to keep them safe on the internet.

Signed by _____ (Name of pupil) Date: _____

Signed by _____ (Parent / Carer) Date: _____



Parental Consent

When publishing work on the school website pupils full names will not be included.

Photographs that are published on the website will not include pupils full names.

Photographs that appear on Facebook will have no names attached at all.

From time to time photographs will appear in the Orcadion Newspaper or other publications. Pupils names may be given during this circumstance.

I give consent for web or newspaper publication of work and photographs.

Signed by _____ (Parent/ Carer) Date: _____

As a parent or carer of Sanday Community School we/ I will

Encourage my child to be polite and respectful.

Encourage and support my child / young person's progress.

I will encourage them to keep going when they find learning hard, and I will celebrate their successes. I can help by showing them that making mistakes is an important part of our learning journey.

I will ensure that my child is meeting homework deadlines and that they have the correct equipment for school.

I will read my child's learning log and make sure that it is signed each week.

I will work in partnership with the school by joining us at meetings and keeping us informed of changes that will effect my child.

I will present a positive and professional attitude in all communications with the school. I will inform the school of worries and concerns that I may have.

I will support my child to take part in off island trips.

I will support Sanday Community School with fundraising efforts.

I will ensure that my child is in school on time and has excellent attendance. If my child is going to be absent I will inform the school.

I will encourage my child to take part in after school activities.

Sanday Community School will

All pupils and staff will be treated with respect.

Encourage and support all children to ensure that they can achieve the very best.

We will build on each child's learning journey and let them see that they can build on their mistakes and achievements in order to succeed. We will celebrate pupils successes.

We will give clear deadlines for homework, and secondary pupils will be given a homework diary to plan their homework schedule.

We will help pupils reflect on their learning within the learning logs, to set targets and keep you informed of forthcoming events.

We will listen to you points of view, and work together to resolve problems.

We will deal with all parents in a positive and professional way and we will listen when concerns are raised. We will try to resolve problems as they arise.

We will look after and meet the needs of your child on school trips. We will plan trips that link closely to pupils learning.

We will spend our funding wisely and to the benefit of our pupils.

Our lessons will be well planned, organised and interesting.

We will run a varied after school programme of events.

Signed : _____ (Parent/ Carer)

Signed: W S Bowen Head Teacher