

Pupil Acceptable Use Policy Agreement - FS/Key Stage 1

This Acceptable Use Policy

We endeavor to teach our children to be responsible users of ICT and provide them with the guidance necessary to keep them safe when using online technologies. The school will try to ensure that our children will have good access to ICT to enhance their learning, but in return will expect the children to agree to be responsible users.

This is how we stay safe at Key Stage 1 when we use computers:

- I will ask *a teacher / an adult* if I want to use the computer.
- I will only use activities that *the teacher /an adult* has told or allowed me to use.
- I will take care of the computer and other equipment.
- I will ask for help from *the teacher / an adult* if I am not sure what to do or if I think I have done something wrong.
- I will tell *the teacher / an adult* if I see something that upsets me on the screen.
- I know not to chat to anyone online.
- I will keep my personal information and passwords safe.
- I will always be nice if I do post or put up messages online.
- I know that if I break the rules I might not be allowed to use the computer.

All pupils need to sign in the box below to show that they have heard, read, understood and agree to the Pupil Acceptable Use Agreement.

Pupil Name:

Class:

I understand the
Pupil Acceptable
Use Agreement.

Pupil Acceptable Use Policy Agreement – Key Stage 2

This Acceptable Use Policy

We endeavor to teach our children to be responsible users of ICT and provide them with the guidance necessary to keep them safe when using online technologies. The school will try to ensure that our children will have good access to ICT to enhance their learning, but in return will expect the children to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use the school's ICT resources in a responsible manner, to make sure that I keep myself and others safe whilst working online.

Personal Safety

- I will keep my passwords safe and will not use other people's passwords
- I will be aware of "stranger danger", when working online.
- I will not share personal information about myself or others when on-line.
- I will not upload any images of myself or of others without permission
- I will not arrange to meet up with people that I have communicated with online.
- I will immediately report any inappropriate material; messages I receive or anything that makes me feel uncomfortable when I see it online.
- I will learn how to use the '*thinkuknow*' web site to keep myself safe.
- I will report any bad behaviour by telling a responsible adult and will learn about using the CEOP Report button.
- I know that the school can look at my use of ICT and see the footprint of what I use online

ICT Property and Equipment

- I will respect all computer equipment and will report any damage or faults.
- I will respect others' work and will not access, copy, move or remove files.
- I will not use mobile phones/USB devices in school.
- I will not use any programs or software without permission.
- I will not use or open email, unless I know and trust the person or organisation.
- I will not install programs or alter any computer settings.

Cyber Bullying

- I will be polite when I communicate with others
- I know not to do online what I wouldn't do offline (like in the playground)
- I will not use inappropriate language or make unkind comments
- I appreciate others may have different opinions
- I will not upload or spread images of anyone

The Internet

- I understand that I need permission to be on the Internet.
- I will not fill in any online forms without adult permission
- I will not use any sites I've not had permission to use, this includes social media sites that I'm not old enough to use
- I will learn about copyright laws and make sure I acknowledge resources
- I will not upload or download images, music or videos without permission
- I will check that the information that I access on the internet is accurate, as I understand that the internet may not be truthful and may mislead me.

Mobile Phones

- I know that mobile phones are not allowed to be used during the school day and are advised to be left at home, if brought to school it must be switched off and kept at the office.
- I know not to use text, voice messages, take images or use any internet connection to bully, upset or shock anyone in and out of school.
- I know that no images or videos should be taken on any mobile phones or personally-owned mobile devices without the consent of the person or people it involves.
- I know that the school is not responsible for any loss or damage to my mobile phone or any device I bring onto the school site.
- I understand that the school have a right to confiscate, search and keep any evidence on any mobile devices I bring into school.
- I know that I should protect my phone number by only giving them to trusted friends and family.

Outside of the School Community

- I understand that this agreement is for in and outside the school
- I know there will be consequences if I am involved in incidents of inappropriate behaviour covered in this agreement which maybe a police matter.

All pupils need to sign in the box below to show that they have read, understood and agree to the Pupil Acceptable Use Agreement.

I understand the Pupil Acceptable Use Agreement for using technology, internet, email and online tools safely.

Pupil Name:

Class:

Parent/Carer E-Safeguarding and Acceptable Use Policies Information

As part of the programme of activities in school, all pupils have the opportunity to access a wide range of communication technology resources. These resources are an essential part of promoting children's learning and development; however, we also recognise the potential risks associated with these technologies. We therefore have an E-Safeguarding and Acceptable Use Policies in place in school.

In recent years, social networking sites such as Facebook and Twitter have grown in popularity and many people use them to communicate with family and friends, as we do to our school family. The vast majority of people who use social networking show respect in their communication with others and is something we must encourage to show our children that we are positive 'digital role models'. However, there are times when people disregard the rules and will use social networking sites to cyberbully and harass others.

Recently, there have been a number of high-profile cases in the media where people have used the internet to intimidate and bully others. The police have investigated these cases and in some instances have led to criminal prosecutions.

As a school, we encourage our parents to support us with the education and wellbeing of their children and if at any time, parents feel they have issues regarding their child's education or with school matters, they should see their class teacher. If the issue has not been resolved, then an appointment can be made with the Head Teacher. We also have a complaints policy on the school website if deemed necessary.

If an incident is reported to school staff, it should be investigated and, if school deem it appropriate, will be acted upon by the school's Head teacher. In extreme cases, the Head teacher would consider whether it appropriate to notify the police or solicitors to take further action.

Therefore, as a Parent/Carer, you are asked to:

- Read the **Parent/Carers Acceptable Use Agreement**
- Read and talk to your child about their **Pupil Acceptable Use Agreement**
- Parent/Carer and child to sign their agreements.
- Return one signed copy of the agreement to School and keep a copy to refer to.

If you disagree with any of the rules within the agreements or feel there is an area of Internet Safety you feel is not being developed, please contact the Head teacher.

Please remember, all children in school are taught how to keep safe and be responsible when they are online, whether they are at school or at home. As children are able to access the internet outside school, whether this is at home, a friend's house or on a mobile device, we need to work in partnership with you the parent/carers to keep our children safe.

Parent / Carer and Pupil Acceptable Use Agreement Form

Parent / Carer Acceptable Use Agreement:

- I have read and discussed the agreement with my child and confirm that he/she has understood what the rules mean.
- I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials through a managed filtered system.
- I understand that occasionally, inappropriate materials may be accessed and accept that the school will endeavor to deal with any incident that may arise, according to policy.
- I agree that the school is not liable for any damages arising from use of the Internet facilities.
- I understand that my son's/daughter's activity will be monitored and that the school will contact me if they have concerns about any possible breaches of the Internet Safety Rules or Pupil Acceptable Use Agreement.
- I understand not to upload any photos of St James' pupils at any school event (for example, assemblies'/sports days/plays or school trips) onto a social media site.
- I understand that everything posted on a social networking site should be deemed as open to the public and it is therefore unacceptable to use this as a forum for posting inappropriate or malicious comments about the school or any members of the school community.

All parents need to sign in the box below to show that they have read, understood and agree to the Acceptable Use Agreement.

Parent/Carer Signature:

Date:

Please return the slip below to the office to say that both yourself and your child has read, understood and agreed to the Acceptable Use Agreement.

Pupil Name:

Class:

Pupil Signature:

Date:

Parents/Guardians Name:

Signature