

PUPIL AND PARENT ACCEPTABLE USE POLICY FOR COMPUTING

The school ensures that pupils will have good access to digital technologies i.e. internet , software/apps .Making recordings of images, videos, audio to enhance their learning and will in return expect them to agree to be responsible users.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other Communications technologies for educational, personal and recreational use.
- that school computing systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risks.

These e-safety rules are designed to keep your child safe online and should be shared at home with your child.

For my personal safety:

- ✓ I will not let anyone know any of my passwords.
- ✓ I will not use any other person's username and password.
- ✓ I will never tell someone my last name, date of birth, home address or any phone number when online.
- ✓ I will never arrange to meet someone that I have chatted to online.
- ✓ I will tell a teacher (or parents/carers if at home) if I see anything that I am unhappy with.
- ✓ I know that my teachers can check everything I do when I am using the school's computing systems and will talk to my parent/carer if I do something wrong or they are concerned about my e-safety.

I understand that everyone has equal rights to use technology as a resource and:

- ✓ I will only use the school's computing systems for learning activities.
- ✓ I will not use the school computing systems for online gaming, online gambling, personal internet shopping, file sharing, or video broadcasting (e.g. YouTube) without permission.

I will act as I expect others to act toward me:

- ✓ I will not access, copy, remove or change any other user's files, without them knowing and giving me permission.
- ✓ I will be polite and responsible when I communicate with others online.
- ✓ I will not use strong, aggressive or inappropriate language and I understand that others may have different opinions.
- ✓ I will not make or distribute images, video or audio clips or anyone without their permission.

I will respect the security that the school has put in place and keep me and others safe:

- ✓ If I need to bring a mobile phone or hand-held device to school I will hand it in to the school office to be locked away during school time.
- ✓ I will not plug a memory stick into any school computing device without asking a teacher first.
- ✓ I will not try to upload, download or access any materials which are illegal or may cause harm or distress to others.
- ✓ I will tell a teacher immediately if I find any damage or faults with equipment or software.
- ✓ I will not open any attachments to emails, unless I know and trust the person who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- ✓ I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- ✓ I will not access chatrooms and social networking sites in school.

When using the Internet I know that:

- ✓ I should ask permission to use the original work of others in my own work.
- ✓ Where work is protected by copyright, I will not try to download copies (including music and videos).
- ✓ When I am using the Internet to find information, I will check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school.

What to do now: Please read through this policy with your child and ensure that they understand it, then please sign the agreement overleaf.

Acceptable Use Agreement and e-Safety Rules

Pupil Agreement

Pupil name: _____	Class:
Pupil Signature: _____	Date:

Parent Agreement:

- ✓ I understand the e-Safety rules and agree to help my child(ren) keep them.
- ✓ I agree to switch my phone or other mobile device to 'silent' when coming into school.
- ✓ I agree not to use my mobile phone or other mobile device when inside the school buildings to comply with the school's safeguarding policy.
- ✓ I have read and understood the school e-safety rules and give permission for my son/daughter to access the Internet and use other computing systems; Instagram, YouTube for education purposes.
- ✓ I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.
- ✓ I understand that the school cannot be held responsible for the content of the materials accessed through the internet despite the high level of security and filtering in place.
- ✓ I agree that the school is not liable for any damages arising from use of the internet facilities.

Parent Name: _____ *(please print)*

Parent Signature: _____ **Date:** _____