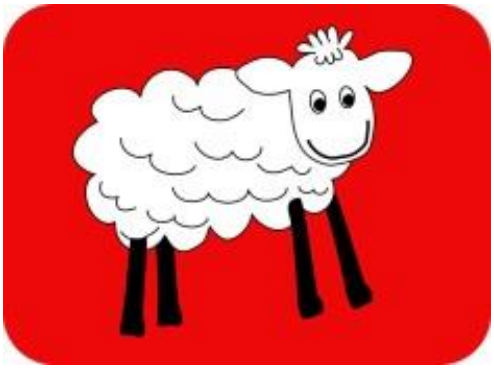


# Sheepy Magna Church of England Primary School

# Acceptable Use Policy

# Pupils

Headteacher: Alison Field

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Chair of Governors: David Wright

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Last Reviewed – February 2024

Next Review Date – February 2027

**Rationale**

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

**This Acceptable Use Policy is intended to ensure:**

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

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users as far as their age and understanding will allow for.

**Pupil Acceptable Use of IT Agreement for KS2**

**<u>These are the rules I agree to follow when using any digital technology:</u>**

I will ask permission from a teacher before using IT equipment and will use only my own login and password.

To protect myself and other pupils, if I see anything I am unhappy with or receive messages I do not like, I will immediately close the page and tell a teacher or adult.

I will not access other people's files or send pictures of anyone without their permission.

I will not bring CDs or memory sticks into school unless I have permission and they have been checked to ensure that they are virus free.

I will only e-mail people I know, or that my parent/teacher has approved and the messages I send will be polite and sensible. I will not give my home address or phone number, or arrange to meet someone I have met online.

When I am using the internet to find information, I will check that the information is accurate as I understand that the work of others may not be truthful.

Where work is protected by copyright, I will not try to download copies (including music and videos).

I will not use my mobile phone in school for any reason.

I understand that the school may check my computer files and may monitor the Internet sites I visit.

If I am involved in incidents of inappropriate behaviour that involve members of the school community (e.g. cyber-bullying, using images/information without permission), the school will take action according the Behaviour Policy.

I understand that if I do not follow these rules I may not be allowed to use ICT in school and my parents/carers may be contacted.

**I have read and understood these rules and agree to follow them:**

Name of Pupil

Signed

Date

**Parent / Carer Countersignature**

As the parent / carer of the pupil I know that my child has signed this Acceptable Use Agreement and has received, or will receive, e-Safety education to help them understand the importance of safe use of digital technology– both in and out of school.
I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the Internet.
I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.
I will encourage my child to adopt safe use of the Internet and digital technologies at home and will inform the school if I have concerns over my child's e-Safety.

Name of Parent/Carer

Signed

Date

**Pupil Acceptable Use Agreement for EYFS/KS1**

**This is how I stay safe when I use computers:**

I will ask a teacher if I want to use the computers.

I will only use activities that a teacher has told or allowed me to use.

I will take care of the computer and other equipment.

I will ask for help from a teacher if I am not sure what to do or if I think I have done something wrong.

I will tell a teacher if I see something that upsets me on the screen.

I know that if I break the rules I might not be allowed to use a computer.

**Parent / Carer Signature**

As the parent / carer of the above pupil, I understand that the school has discussed the Acceptable Use Agreement with my son / daughter as part of whole school commitment to e-Safety both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and IT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the Internet.
I understand that my child's activity on the IT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.
I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-Safety.

Name of Pupil

Signed (parent)

Date