



# **Pupil Acceptable Use Agreement Policy**

**Reviewed by S&C Committee on 24<sup>th</sup> January 2017**

**Ratified by Full Governors on 8<sup>th</sup> February 2017**

**Review Period: Every 3 Years**

**Next Review Due: Autumn Term 2019**

**Signature of FGB Chair** ..... *E Young* .....

## **ACCEPTABLE USE OF THE INTERNET.**

### **PROTECTING CHILDREN FROM INAPPROPRIATE USE.**

The computers at Parley First School are owned by the school and are made available to children to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties – the children, the staff and the school.

#### **INTERNET USE**

The Internet is a public place. It is an invaluable and exciting learning resource which is constantly being added to and changing. Children at Parley First School are able to explore the Internet in a safe and well managed environment.

Children will not be given access to the Internet without adult supervision and appropriate filtering of content. Dorset LEA provides filtered access to the Internet through its contractual arrangement with its Internet Service Provider. All Internet websites will have been previewed by staff and added to 'favourites' before use by the children. Children access websites through 'favourites'.

Children are able to search using ICT safe search.

Supervision of use may be by staff or adult helpers.

All computers which are linked to the Internet will be sited so that they are open to public view.

All Internet activity should be appropriate to staff's professional development or the children's education.

Access should only be made via the authorised account and password, which should not be made available to any other person.

Any activity that threatens the integrity of the school Computer systems, or any activity that attacks or corrupts other systems, is forbidden.

Use of the Internet or computers for personal financial gain, gambling, political purposes or advertising is forbidden.

Copyright of materials must be respected.

Use of the Internet to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

All children will sign an acceptable use agreement which will highlight the benefits and risks of internet use. These will be discussed and talked through as part of the children's e safety learning. Please see below for further information.

## **Pupil Acceptable Use Agreement- Key Stage 2**

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

### **For my own personal safety:**

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc )
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

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

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

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

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

### **I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

**When using the internet for research or recreation, I recognise that:**

- When I am using the internet to find information, I should take care to 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:**

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school.

Name of Pupil: .....  
Class: .....  
Signed: .....  
Date: .....

**Pupil Acceptable Use Agreement- Reception and Key Stage 1**



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

- I will ask a teacher or suitable adult if I want to use the computers / tablets
- I will only use activities that a teacher or suitable adult 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 or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or suitable adult 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 / tablet

Name of Pupil: .....

Class: .....

Signed: .....

Date: .....