



St Clare's Catholic Primary School

Appendix 2 – Acceptable use Policy

Acceptable Use Policy Agreement (Pupil)

Please could parents/carers read and discuss this policy with their child and then sign and return to your child's class teacher.

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.

- I will only use ICT in school for school purposes.
- I will only use my class e-mail address or my own school e-mail address when e-mailing.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my password.
- I will only open/delete my own files.
- I will make sure that all online contact with other children and adults is responsible, polite and sensible.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address
- I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when online because I know that these rules are to keep me safe.

- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my online safety.

Acceptable Use Policy Agreement (Pupil)

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Policy Agreement.

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 devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- 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, accessing school email, website etc.
- I will tell a trusted adult in school if anything concerns or upsets me when I am online.



St Clare's Catholic Primary School

Acceptable Use Policy Agreement (Parent)

- I, with my child, have read and discussed this Acceptable Use Policy (AUP) and understand that the AUP will help keep my child safe online
- I understand that the AUP applies to my child's use of devices and systems on school site and at home and personal use where there are safeguarding and/or behaviour concerns
- I am aware that any use of school devices and systems may be monitored for safety and security reason to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation
- I understand that my child needs a safe and appropriate place to access remote learning if school is closed in response to COVID-19. I will ensure my child's access to remote learning is appropriately supervised and in an appropriate location e.g. not in bed and that they are suitably dressed
- I understand that the school will contact me if they have concerns about possible breaches of the AYP or any concerns about my child's safety
- I will inform school or other relevant organisations if I have a concern over my child's or other members of the school community's safety online

Name of Pupil:

Class:

Signed:

Date:

Name of Parent:

Signed:

Date:

Name of Parent:

Signed:

Date: