

Slimbridge Primary School

Pupil Acceptable Use Policy - Reception and Year 1

All pupils must follow these rules when using ICT in school. Please discuss them with your child and ensure they have understood before signing the agreement.

Pupils that do not follow these rules may not be allowed to use the computers or will need to have a member of staff sat with you while you are on the computer.

Computer Rules	
1	I will only use the computing equipment in school as my teacher tells me.
2	I will use my class login details and will not tell them to anybody else except my parents.
3	I will only open or delete my own files as my teacher has taught me.
4	I will be responsible for my behaviour when using the school computing equipment because I know that the rules are there to keep me safe.
5	I will not give out my details, such as my name, address or phone number to anyone on the computer or internet.
6	If I see a green or red screen on a computer in school I will tell my teacher.
7	If I see something I don't like, I will click on Hector the Protector and put my hand up for my teacher to help, without showing it to anybody else.

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Pupil Acceptable Use Policy Reception and Year 1 Agreement

I agree to follow the school rules when using the school computing equipment.

I agree to tell my teacher when I see someone breaking the rules.

If I do not follow the rules, I understand I might not be able to use the computers.

Student Name: _____

Parent/Carers Name: _____

Parent/Carers Signature: _____ Date: _____

Slimbridge Primary School

Pupil Acceptable Use Policy Year 2 – Year 6

All pupils must follow these rules when using school computing equipment and the Internet in school. Please discuss these statements with your child and ensure they have understood them before signing the agreement.

Pupils that do not follow these rules may not be allowed to use the computers or will be closely monitored.

Computer Rules	
1	I will only use computing equipment for schoolwork and homework as instructed by my teacher.
2	I must ask my teacher for permission before using the internet and must only do so when there is a member of staff in the same room.
3	I know that anything I do on the computer, including internet searches, will be regularly checked by my teachers.
4	I will only use usernames and passwords belonging to me when using the computer.
5	If I see a red or green screen, I will tell an adult immediately.
6	I will never share any personal information on the internet.
7	I will not use social media in school unless directed to do so by my class teacher, for example contributing to class blogs. In this case, I will only use polite language and must not write anything that might upset someone or give the school a bad name.
8	I will not use personal emails at school.
9	If I see something that upsets me I will immediately click on Hector the Protector. I will seek help from an adult without showing it to anybody else.
10	I will tell a teacher straight away if I am sent any messages that make me feel uncomfortable – at home or in school.
11	I must not look for or show other people things that may be upsetting from the internet.
12	I must have permission to use portable media (e.g. memory sticks) in school.

13	I must not take photographs on any personal phone, camera or other similar equipment without permission.
14	I must not use the school computers, ipads or other digital equipment in any way that will cause damage to them.
15	I must ask permission before printing anything and will not waste valuable printing ink and paper.

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Pupil Acceptable Use Policy Year 2 – Year 6 Agreement

I agree to follow the school rules when using the school computers.

I agree to tell my teacher when I see someone breaking the rules.

If I do not follow the rules, I understand I might not be able to use the computers.

Student Name: _____

Parent/Carers Name: _____

Parent/Carers Signature: _____

Date: _____

Acceptable Use Policy for ICT For all adults working at school

As adults working at school, you must be fully aware of your safeguarding responsibilities when using ICT. You must read this policy in conjunction with the Online Safety Policy and sign to show your understanding and agreement.

INTERNET ACCESS

- I understand that my use of school information systems, Internet and email may be monitored and recorded to ensure policy compliance and that they may not be used for private purposes without specific permission from the Head Teacher. I understand that I must not access or attempt to access any sites that may be deemed inappropriate, illegal or offensive.

USE OF EMAIL AND SOCIAL MEDIA

- I understand that I am not permitted to use my school email account for personal business and that all my emails must remain professional.
- I will use my school-approved email address for significant matters relating to my work, including communication with parents and other external agencies.
- I understand that there must be no electronic communications with pupils including email, instant messaging and social networking sites, outside the school's own website or blogs. I will ensure that communication is compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I will ensure that all communications with parents, including email, are consistent with the school's ethos. My use of any social networking sites must portray the school, its children, the staff, the governors, parents and the wider community positively. (If it can't be positive, don't say it! If in doubt, don't say it.)

ICT EQUIPMENT

- I appreciate that ICT includes a wide range of systems, including mobile phones, tablets, digital cameras, email and social networking and that ICT use may also include personal devices (such as USBs) when used for school business, even when used off-site.
- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager and will ensure I log off after use.
- I will not install any software or hardware without permission. I will respect copyright and intellectual property rights.
- I will ensure that personal data is stored securely (laptops or portable hard drives are password protected and USBs are encrypted) and used appropriately, whether in school or taken off the school premises. I will not store data, including photos, on my own systems without specific (and time-limited) authorisation.
- I will promote online safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing. I will report any incidents of concern regarding children's safety to the Head Teacher or in her absence, a designated safeguarding officer.

- I understand that the school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials.
- If an individual leaves the employment of the school, any equipment must be returned; if not the member of staff will be billed an appropriate amount.