

St. Paul's Acceptable Use Policy

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.

At St. Paul's we take the safe use of all equipment, and online safety very seriously, so 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 systems. We will also educate pupils so that they are aware of how to keep themselves safe.

Reception and KS1 Pupils

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 tell a teacher if something is broken
- 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

Please complete this section to show that your child has had the Acceptable Use Agreement read to them and that they understand and agree to the rules included in it. If you do not sign and return this agreement, access will not be granted to school systems and devices

Reception and KS1 Pupil Acceptable Use Agreement Form

This form relates to the pupil Acceptable Use Agreement, to which it is attached.

I have shared this information with my child and they have agreed to do their best to follow the school rules. They understand the consequences should they break them.

Name of pupil:

Signed (parent):

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.

At St. Paul's we take the safe use of all equipment, and online safety very seriously, so 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 systems. We will also educate pupils so that they are aware of how to keep themselves safe.

KS2 Pupils

This Acceptable Use Agreement 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 at risk. Pupils will have good access to digital technologies to enhance their learning and will, in return, expect them to agree to be responsible users.

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 be aware of "stranger danger", when I am communicating online.
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- I will not arrange to meet people offline that I have communicated with online.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable to an appropriate adult when I see it online.

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

- I understand that the school systems and devices are 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 not use the school systems or devices for online gaming, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

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 will only use my own personal devices (mobile phones/USB devices etc) in school with the permission of an adult. Devices may be confiscated and your parent or guardian will be asked to collect them should you bring them to school without permission.
- 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 on any school device.
- 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.
- I will not use social media sites in school.

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

- I should ensure that I have 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 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 understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network, internet, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete this section to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

KS2 Pupil Acceptable Use Agreement Form

This form relates to the pupil Acceptable Use Agreement, to which it is attached.

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

Name of Pupil :

Class:

Signed:

Date:

Parent or Guardians Acceptable Use Policy

Parents play an integral role in supporting the school to ensure that pupil use the internet in a responsible way, so we ask you to support us by agreeing to the following:

- I agree that I have read and understood the school rules for responsible Internet use and give permission for my child to access the Internet.
- I agree to support my child to follow these rules, both in school and at home.
- I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials.
- I understand that the school cannot ultimately be held responsible for the nature or content of materials accessed through the Internet by my child.
- I agree that the school is not liable for any damages arising from use of devices such as computers or tablets at school.
- I understand that should my child bring a personal device, such as a mobile phone, into school without permission then it will be confiscated and I will be required to collect it.
- I understand that the school will not be held responsible for loss or damages of any devices brought in by my child without permission.
- I understand that there will be consequences for my child if they break the school rules and I will support the school in implementing these.
- I agree to support the school by discouraging my child from accessing social media sites, films and games that are not age appropriate.
- I agree that, if selected, my child's work may be published on the school website.
- I agree that images, sound files and video that include my child may be published subject to the school rules and that this content will not clearly identify individuals and that full names will not be used anywhere in association with photographs.
- I agree that should I take pictures, videos or sound recordings at school events, of any child other than my own, I will not share them on any social media sites.
- I agree that I will never share any pictures, videos or sound recording of any members of staff employed by the school on social media sites without their permission.
- I agree that I will not publish any grievances that I may have about staff or pupils at the school on social media. I will follow the schools grievance procedure or I will discuss them with the relevant member of staff instead.

Please complete this section to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

Parent or Guardian Acceptable Use Agreement Form

This form relates to the Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems

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

Name of Parent or Guardian:

Signed:

Name of child/children:

Date: