



Information for parents / carers:

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The Internet and other digital information and communication technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate effective learning. We believe the children have an entitlement to safe Internet access at all times.

This policy and agreement is intended to ensure that:

1. Children will be responsible users and stay safe whilst using the Internet and other communications technologies for educational, personal and recreational use
2. School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the system or users at risk.

The school will try to ensure that the pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

The school has access to monitoring and filtering settings and adjustments can be made when required.

Your child's teacher will spend time talking to him / her about the acceptable use of IT during the school year. We ask parents to reinforce the information covered in school by reading through the Acceptable Use Policy for Pupils with your child to ensure they understand it. You are then required to sign both the Pupil Acceptable Use Policy – Agreement Form and the Parent Permission for Internet and ICT at the end of the form before returning to your child's class teacher.

Acceptable Use Policy for pupils

I understand that I must use school computers, iPads and other technologies in a responsible way – so that I keep myself and others safe.

For my personal safety:

- I will be aware of “stranger danger” when I am online.
- I will not give any of my own personal information, or personal information about my family and friends when I am online.
- If I see something that makes me feel sad or upset I will tell an adult I know and trust.
- I will treat my username and passwords like my toothbrush – I will not share it or use anyone else’s.
- I will not agree to meet someone I have been talking to online, and will tell a trusted adult if anyone asks me to meet them.
- I understand that the school will check what technologies I use and how I use them when I am in school.

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

- I understand that the technologies (computers / iPads etc.) are for schoolwork and will not use them for anything else without the permission of a teacher.
- I will not damage any school equipment on purpose.
- I will be kind to others:
 - I will use kind words online.
 - I will not take photos of anyone without their permission.
 - I will not copy, delete or change other people’s work, unless I have been told to.
- I will help school to keep everyone safe:
 - I will not bring my own communication technologies into school without permission.
 - I will tell an adult if I see anything that is broken.
 - I will not try to download programmes or apps.
- When using the Internet:
 - I will use only websites / programs / apps that my teacher tells me to use.
 - If I am finding information I will try to check that the information is the truth.
 - I will not copy other people’s work, unless I have permission.

When sending and receiving emails:

- I will only use my school email account when sending emails for schoolwork and I will make sure that the good name of the school is maintained
- I will not forward chain mail and will tell a member of staff if I receive a suspicious email
- I understand that I am responsible for what I do both in and out of school:
 - I understand that the school may take action if I do not follow the above rules in school and out of school (if it affects the school or any other pupil / staff member). This may include my parents / carers being contacted.



The School Pupil Acceptance Use Policy - Agreement Form

Please complete the sections below to show that your child has understood and agrees to the rules included in the Acceptable Use Policy.

If you would like further explanation of these rules, please contact the school. Until this form is signed and returned, access to ICT systems will not be granted.

My child understands how we stay safe online and agrees to:

- Ask a teacher or a grown up if he/she wants to use the computers, iPads, Interactive White Board or other computing equipment;
- Only use activities that a teacher or a grown-up has told or allowed him / her to use;
- Take care of the computer and other computer equipment;
- Ask for help from a teacher or a grown-up if he / she is not sure what to do or if he / she thinks they might have done something wrong;
- Tell a teacher or a grown-up if he / she sees something that upsets or worries him / her on the screen;

He / she knows that if they break the rules, they might not be allowed to use the school's computing equipment.

Name of Pupil: _____ Class: _____

Signed (parent): _____ Date: _____

Parental Permission for Internet and ICT

As the parent/carer of the above pupil, I give permission for my child to have access to the internet and to ICT systems at school. I know that my child has signed an Acceptable Use Agreement and has received, or will receive, E-safety education to help them understand the importance of safe use of ICT – 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 and using mobile technologies. I understand that my child's activity on School systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Pupil 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.

Parent/Carers Name: _____ Signature: _____

Date: _____