Chase Terrace Primary School

Acceptable User Policy - pupils and parents

School: **Chase Terrace Primary School**

Information for parents

Our school promotes the use of technology in school as all pupils will need the skills and knowledge in whatever field of work they enter when they become an adult. We ensure that our school IT network is robust and resilient and we do our upmost to ensure the safety of children when using it. It is important that pupils abide by the school rules when using technology in school and inform a member of staff immediately, if they become aware of any misuse.

This is the Acceptable User Policy (AUP) for our school. It highlights the do's/don'ts of using all technology in school and shows how we want pupils to behave when using IT. Any misuse will result in pupils being temporarily banned from using the school network.

Please read carefully and sign at the bottom to show you agree to these terms. If you do not sign and return this form **children will not be able to use the IT systems in school.**

For children in the Foundation Stage and Key Stage One:

Using Technology in School

- I will only use the school Internet when a teacher has said that I can.
- I will not look at another child's work.
- I will take care of the computers and other resources.
- I will be sensible when using the ipads and only use them with my teacher.
- I will follow the rules and will not bring my own personal devices into school e.g. smartphone and/or smartwatch.

Security, Passwords & Copyright

- I will log on to the system using a generic password but will keep this secret.
- I will not open any emails without an adult.
- I won't upload or download any pictures, writing or movies which might upset people or make other people think the school is a bad place.
- I will only use images and sounds my teacher allows me too.

Online Behaviour & Safety

- I will not tell anyone on the internet: my name, age, address, school or phone number.
- I will not use the internet without an adult being with me.
- I will make sure all my contact with other people at school is responsible. I will not cyber bully pupils, teachers or other members of staff.
- I will not search for unpleasant or inappropriate web sites or software apps.
- I will let my teacher know if anything I see makes me feel uncomfortable.
- I know that everything I do on the computers at school is recorded and that the school can talk to my parents if a teacher is worried about my online safety.
- I will try to follow these rules all the time because I know they are designed to keep me safe.

For Parents:

- I agree to support and uphold the principles of this policy in relation to my child and their use of technology and the Internet, at home and at school.
- I agree to uphold the principles of this policy in relation to my own use of the Internet, when that use is related to the school, employees of the school and other students at the school.
- Images of pupils will only be taken, stored and used for school purposes in line with school policy. Images will only be used on the Internet, in the press, or in media, with permission.