

Chase Terrace Primary School



Acceptable User Policy - pupils and parents

School: Chase Terrace Primary School

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 utmost 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 you will not be able to use the IT systems in school.**

For Pupils in Key Stage Two:

Using Technology in School

- I will only use the school Internet and network for my school work or when a teacher has given permission.
- I will not try and bypass the schools VLE or Internet settings.
- I will only use my school email address when using email in school. I will always log off my email account when finished.
- I will not look at, change or delete other people's work or files.
- I will be careful with keyboards, mice, headphones and all other equipment, and when turning a computer on or off.
- I will be sensible when using mobile technologies and follow the rules about moving about the school when using them.
- I will follow the rules about bringing my own personal device into school e.g. smartphone and/or smartwatch.

Security, Passwords & Copyright

- I will not share my Internet or network passwords. I will also create a password which uses capital and lower case letters, numbers and symbols.
- I will be careful when opening emails from people I don't know and I will ask an adult if I'm unsure whether to open it.
- 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 use non-copyrighted images and music from the Internet when creating documents, presentations or other media.
- I won't try to install software onto the school network because it might have a virus on and cause a lot of damage. Instead I will ask a teacher for advice.

Online Behaviour & Safety

- I won't give out my personal details, such as my name, address, school or phone number on the Internet or when registering for a software app.
- I won't meet people I've met on the Internet unless I have told my parents and they come 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 won't look for or look at unpleasant or inappropriate web sites or software apps. I will check with a teacher if I think it might be unsuitable.
- 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.