



# St John's School

## Pupil & Parent/Carer (KS2)

### Acceptable Use Policy Agreement

Digital technology has become integral to the lives of children and young people, both within schools and outside school. This technology provides a powerful tool, which opens up new opportunities for everyone. They can stimulate discussion, promote creativity and encourage awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy Agreement is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communication technology 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 and users at risk.
- That parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their online behaviour.

The school will enable pupils to have access to digital technology to enhance their learning and will, in return, expect the pupils to agree to be responsible users. The Pupil Acceptable Use Policy is listed below which will enable you as a pupil and your parent/carer to be aware of the school's expectations.

Pupils and Parents are requested to sign the permission form to show their agreement and support of the school in this important aspect of the school's work.

### **This is how we stay safe when we use computers:**

- 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.
- I understand that St John's School will monitor my use of the systems, devices and digital communications and a daily review will be undertaken.

- I will keep my username and password safe and secure - I will not share it with anyone and I will not use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- 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 includes names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details, etc).
- I will not arrange to meet people who I have communicated with online.
- I will immediately report any unpleasant or inappropriate images, messages or anything that makes me feel uncomfortable when I see it online.
- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use.
- I will not (unless I have permission) to make any downloads or uploads.
- I will not use the school systems or devices for my personal online use.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language.
- I will not take or share images or recording of anyone unless told to do so by a member of staff.



# St John's School

## Pupil & Parent/Carer (KS2) Acceptable Use Policy Agreement continued

- 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, unless I know and trust the person who sent the email.
- 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 unless instructed to do so under the supervision of an adult.
- 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 download copies (including music and videos).
- When I am using the internet to find information, I will take care to check that the information 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 held accountable for my actions.

### **Pupil & Parent / Carer agreement.**

As the parent / carer of the pupil named below, I give permission for my child to have access to the internet and to ICT systems at school.

I understand that the school will discuss the Acceptable Use Policy Agreement with my child and that they will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that my child will be safe when they use the internet and 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 child’s activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches.

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 online safety.

I confirm that I have discussed this Acceptable User Policy Agreement with my child.

Pupil name:	Class:
Parent/Carer Name:	Parent/Carer Signature:
Date:	

As the pupil named above I confirm that I have read and understood this Acceptable Use Policy and have discussed it with my parent/carers.

Pupil Name:	Pupil Signature:
Date:	