



Foxmoor School

Pupil Acceptable Use Policy Agreement

(Upper Key Stage 2)

School Policy

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's 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.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

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

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take a trusted adult with me.
- I will report immediately any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

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

- I understand that the school ICT systems are intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- 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 ICT systems for on-line 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 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 hand held / external devices in school if I have permission and if I do I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- 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 these materials.
- I will report immediately any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person or organisation that sent the email, because there is a the risk that the attachment might contain viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer.
- I will not try to alter computer settings.

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 must 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 or internet, exclusion, contact with parents and, in the event of illegal activities, involvement of the police.

Please complete the sections on the next page 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 ICT systems.

Student / Pupil Acceptable Use Agreement Form

This form relates to the pupil Acceptable Use Policy (AUP), 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, you will not be granted access to the school ICT systems.

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

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when I am allowed to) e.g., cameras etc.
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, Virtual Learning Environment (VLE_) or website etc.

Name of / Pupil

Group / Class

Signed

Date

Pupil Acceptable Use Policy Lower Key Stage 2

When I am using the computer or other technologies, I want to feel safe all the time.

I agree that I will:

- ✓ always keep my passwords a secret;
- ✓ only open sites which are appropriate to my work at the time;
- ✓ only work in collaboration with friends and I will deny access to others;
- ✓ tell a responsible adult if anything makes me feel scared or uncomfortable online;
- ✓ make sure all messages I send are respectful;
- ✓ show a responsible adult if I get a nasty message or get sent anything that makes me feel uncomfortable;
- ✓ not reply to any nasty message or anything which makes me feel uncomfortable;
- ✓ only email people I know or those approved by a responsible adult;
- ✓ talk to a responsible adult before joining chat rooms or networking sites;
- ✓ not play games (unless told to by my teacher) during lesson time;
- ✓ not tell people about myself online (I will not tell them my name, family information, journey to school, phone numbers, pets or hobbies);
- ✓ always check with a responsible adult and my parents before I show photographs of myself;
- ✓ never meet an online friend without taking a responsible adult that my parents know with me.

I know that once I post a message or item on the internet, it is out of my control and there forever.

I know that anything I write or say, or any website that I visit may be being viewed by a responsible adult.

I will always ask myself, "Would my Mum be proud of me if she saw what I am looking at or sending to someone?" If the answer is, "No," then I will stop.

Name

Signed..... Date.....

Pupil Acceptable Use Policy Key Stage 1

I want to feel safe all of the time.

I agree that I will:

- ✓ always keep my passwords a secret.;
- ✓ only open pages which my teacher says are OK;
- ✓ only work with people I know in real life;
- ✓ tell my teacher if anything makes me feel scared or uncomfortable;
- ✓ make sure all messages I send are polite;
- ✓ show my teacher if I get a nasty message;
- ✓ not reply to any nasty message or anything which makes me feel uncomfortable or sad;
- ✓ only email people I know or if my teacher agrees;
- ✓ talk to my teacher before using anything on the internet;
- ✓ not play games during lesson time (unless my teacher tells me to);
- ✓ not tell people about myself online (I will not tell them my name, anything about my family and home, my pets or phone numbers);
- ✓ not load photos of myself onto the computer;
- ✓ never agree to meet a stranger.

I know that anything I do on the computer may be seen by someone else.

Name

Signed.....

Date.....