



St. Peter's Catholic Primary School

Acceptable Use Policy Agreement

Section 1: EYFS

Section 2: KS1 Pupils

Section 3: KS2 Pupils

St. Peter's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share the same commitment. We follow the Keeping Children Safe In Education (2018) procedures for Safeguarding including Child Protection.

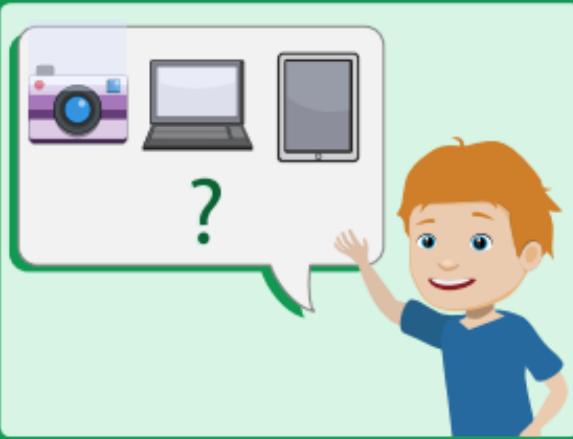
This policy must be read in conjunction with the Safeguarding Incorporating Child Protection Policy and the Equal Opportunities Policy.

Updated and ratified September 2018

Review date: September 2019

Acceptable Use Policy Agreement


Section 1: EYFS



✓ I ask before I use a tablet, computer or camera.



✓ I tap or click on things I have been shown.



✓ I check if I can tap/click on things I haven't seen before.



✓ I tell a grown-up if something upsets me.

My name:

Class:

Parent / Carer Countersignature:

Date:

Section 2: KS1 Pupils

This is how I will stay safe when I use laptops and tablets at home and in school:

- I will ask a teacher or adult if I want to use the laptops / tablets.
- I will only use activities that a teacher or adult has allowed me to use.
- I will take care of the laptop and other equipment.
- I will ask for help from a teacher or adult if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or adult if I see something that upsets me on the screen.
- I know that if I break the rules then my teacher will follow the school behaviour policy.
- I know personal information such as my address and birthday should never be shared online.
- I must never communicate with strangers online.
- If I speak to others online, I will always be polite and respectful to them.
- I will keep my passwords safe and never use someone else's.

Signed (child):

Signed (parent):

Date:

Section 3: KS2 Pupils

I understand that I must use school and home 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.

For my own personal safety:

- I understand that the school will monitor my use of all Computing equipment.
- I will keep my username and password safe and secure - I will not share it, nor will I try to use any other person's username and password. I understand that I should not share a password.
- 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 could include names, addresses, email addresses, telephone numbers, age, gender, educational details etc.)
- I will not arrange to meet someone in person that I have spoken to online without having permission from my parent(s) and taking them with me to meet this person in a safe public place.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online to my parents or trusted adult in school.

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

- I understand that the school systems and devices are intended for educational use and that I will not use them for personal use unless I have permission from an adult.
- I will not use the school systems or devices for online gaming, internet shopping 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 open, copy, remove or otherwise change 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 any images of any person without their permission.

I recognise that the school has a responsibility to maintain the security of the technology it offers me and to ensure the smooth running of the school:

- I will not use my own personal devices (mobile phones/smart watches/USB devices etc) in school. If I take a personal device to school, I will give it to the teacher at the start of the school day and collect it from him/her at the end of the school day.
- 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 such materials.
- I will immediately report any damage or faults involving Computing equipment no matter how it 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 (due to the risk of the attachment containing viruses or other harmful programmes).
- 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 any social media sites in school.

When using the internet in class and at home, 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 should 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 has the right to take action against me if I am involved in incidents of inappropriate behaviour outside of school that involve any child or adult connected with our school (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, the school will follow the behaviour policy. This may include loss of access to Computing equipment, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Pupil Acceptable Use Agreement Form

This form relates to the pupil Acceptable Use Agreement, to 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, access will not be granted to school systems.

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

- I use the school systems and devices (both in and out of school).
- I use my own equipment out of the school in a way that is related to me being a member of this school eg communicating with other members of the school, communicating about the school and members of the school and accessing school related websites etc.

Name of Pupil:.....Class:

Signed:

Date:

Parent / Carer Countersignature: