

Chalford Hill Pupil Acceptable Use Agreement 2019

Dear Parent,

One of our responsibilities is that of safeguarding our pupils, and one element of this is e-Safety. We are required to have an e-Safety Policy as part of our Safeguarding responsibility, and this includes having an Acceptable Use Policy (AUP) for both pupils and staff. We have recently updated our policy and reissued it to account for both the update and users who have joined the school since we last shared it.

We believe that 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 communications technologies open up new opportunities for everyone; they can stimulate discussion, promote creativity and effective learning.

As you might expect, we believe our pupils' access to technology should be safe. This AUP is intended to promote safety and ensure:

- that young people have the opportunity to gain the many benefits of using digital technologies
- that young people will be responsible users and stay safe while using digital 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 pupils to agree to be responsible users.

We understand that any policy designed to meet the needs of both 11 year olds and 4 year olds will have to be broad in scope and that some of the ideas may be initially difficult for younger children, and that some of the material may not seem immediately relevant. However online safety education is a process and we are required to cover all eventualities. We hope you will feel able to trust us to administer this policy sensibly, sensitively and fairly. Pupils should understand that this is nothing to worry about; so long as they are sensible and listen to teachers' instructions they are unlikely - even accidentally - to have any problems.

The statements have been written to fit with our school Golden Rules and as far as possible, use language with which children will be familiar. You have been sent a copy of the Pupil Acceptable Use agreement, electronically where possible. It is also available on the school website for reference. Please will you read through the Acceptable Use Agreement with your child and discuss any questions they have. If this proves difficult or you would like further guidance, please contact the school and we would be pleased to help.

C Jarvis

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- I understand that the school will monitor use of the ICT systems, email and other digital communications.
 - I understand that I am responsible for my actions, both in and out of school.
 - I understand that if I choose not to keep to this agreement I may not be allowed to use computers, laptops, tablets or other equipment until the school feels it is safe and right.
 - I understand that to be allowed to use the school's ICT systems and equipment, I need to read this agreement with my parent(s) and understand it as best I can.

Name of Student / Pupil: _____

Class: _____

Signed (Pupil): _____

Date: _____

Signed (Parent/Carer): _____

Date: _____

CHALFORD HILL PRIMARY SCHOOL

Pupil Acceptable Use Agreement

Reviewed: January 2019
Review Due: January 2022

When I am learning with computing, I will follow the school's Golden Rules.

I choose to look after property

- I will use computers, laptops, tablets (iPads) and all other technology equipment carefully and not damage it or hurt anyone while using it.
- I will not download files without permission
- I will respect others' work, including other users' files and documents
- Because of the risk of the attachment containing viruses or other harmful programmes I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email
- I will not install or try to install programmes of any type on a machine, or store programmes on a computer
- I will not try to alter computer settings unless I have been asked to, or given permission to by my teacher.

I choose to be kind and helpful

- I will use computers, laptops and all other technology equipment in ways that will not upset or hurt others.
- I will be polite and respectful when I send emails or personal messages, post comments on social media or communicate in any other way online

I choose to work hard

- I will use the school's ICT systems for things a teacher has given me permission to do
- I will not use my personal hand held / external devices (mobile phones / USB devices etc) in school

I choose to be honest

- 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 immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not use the school's ICT systems for file sharing or taking other people's work.

I choose to stay safe

- I will never arrange to meet anyone in person after I have met them online.
- If anyone online asks me to meet them in real life I will talk to an adult such as my teachers or parents so they are able to remind me of the dangers involved.
- I will not give personal information about myself or others when on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

Respect Effort Achieve Challenge High-Five

When I am learning with computing, I will follow the Golden Rules and the ideas in REACH. I will pay attention to:

Respect
Effort
Achievement
Challenge
High-Five.

I understand that the school will monitor my use of the ICT systems, email and other digital communications.

I understand that I am responsible for my actions, both in and out of school.

I understand that if I choose not to keep to this agreement I may not be allowed to use computers, laptops, tablets or other equipment until the school feels it is safe and right.

I understand that to be allowed to use the school's ICT systems and equipment, I need to read this agreement with my parent(s) and understand it as best I can.

I understand that to be allowed to use the school's ICT systems and equipment, we will sign and return the reply slip with the letter we have been sent.