



# Wallisdean Infant School

## Acceptable User Policy



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:

#### Using Technology in School

- I will ask permission to use the Internet.
- I will use bookmarked websites as well as software and apps loaded onto iPads and PC desktops. I will check with a teacher if I think an app, website or software might be unsuitable.
- I will only email people I know or an adult has approved.
- I will remember to log off when I have finished.
- I will not look at, change or delete other people's work or files.
- I will be responsible and 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 around the school when using them.
- I won't bring my own IT software or equipment into school.

#### Security, Passwords & Copyright

- I will only use my own login and passwords and I will not share them.
- 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 ask permission and help from an adult before opening an email or an attachment by someone I don't know.
- I will tell an adult immediately if I see or receive anything I am unhappy with or do not like.
- 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.
- I will make sure all my contact with other people at school is responsible, polite and sensible.
- 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 pupils 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.