



## Wallisdean Junior School

### **E-safety and Acceptable User Policy and Agreement – pupil use of digital technologies in school**

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, in order to be able to use the IT systems in school. If you choose not to follow these rules, there will be serious consequences and you may not be allowed to use digital technology in school.

#### **For Pupils:**

#### **Using Technology in School**

- I will only use the school Internet and network for my school work or when a teacher has given permission.
- I will not try to bypass the school's network, internet or security settings.
- I will only use my school email address when using email in school. I will always log off my email account when finished.
- I will respect the work of others and not look at, copy, change or delete their work or files.
- I will be responsible with keyboards, mice, headphones and all other equipment, and when turning a computer on or off. I will report any faults or damage to an adult.
- I will be sensible when using mobile technologies and follow the rules about moving about the school when using them.
- I will not bring personal devices (including smartphones) or software into school.

#### **Security, Passwords & Copyright**

- I will not share my Internet or network passwords.
- I will be careful when opening emails from people I don't know and I will ask an adult if I'm unsure whether to open it.
- 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 use non-copyrighted images and music from the Internet when creating documents, presentations or other media.
- I won't try to install software or download files 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 send or upload images that give this information.
- I will be respectful and responsible in the language I use when communicating online.
- I will not do anything online that could harm or upset myself or other people, or that could damage the reputation of the school.
- 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. I will not cyber bully pupils, teachers or other members of staff.
- I won't look for or look at unpleasant or inappropriate web sites or software apps. I will minimise anything I think is unsuitable and ask an adult for help.
- I should check that the information I access is accurate as I understand the work of others on the internet may not be truthful and may be trying to mislead me.
- 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 students 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.

**Signed - Pupil:**

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**Pupil name:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Signed - Parent/Guardian:**

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**Date:**

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Class teachers will go through this with the children, who will sign at school and take home. Children will also sign on a class record. Parents will be asked to sign the class record at parents' evening.