



## PARENT/PUPIL ACCEPTABLE USE POLICY

### Including Holiday Club

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 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 users and security of the systems 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.

### 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 not share my username and password, nor will I try to use any other person's username and password.
- I will not disclose or share personal information about myself or others when on-line.
- I will never arrange to meet people off-line that I have communicated with on-line.
- I will immediately report any unpleasant material or messages or anything that makes me feel uncomfortable when I see it on-line (images, criminally racist material, terrorist and extremist material)

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

- I understand that the school ICT systems are primarily 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 to make large downloads or uploads.
- I will not use the school ICT systems for 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 otherwise 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 discourteous language.
- I will not take or distribute images of anyone without their permission.

I will not upload any images connected with school onto any social media network sites or World Wide Web.

#### 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 personal hand held / external devices (digital and USB devices etc) in school if I have permission. I understand that I must hand in any mobile phone or electronic equipment to Reception in accordance with the school rules.

F Baylis

September 2016

Review September 2018

Pupil Acceptable Use Policy

# PLYMOUTH COLLEGE PREPARATORY SCHOOL



- 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 equipment or software, however this may have happened.
- 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 attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not use chat and social networking sites.

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, videos and film) and will not use any external device to upload these to the school network
- When I am using the internet to find information, I should take care to check that the information that I access is accurate and from a reliable source.

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 there will be consequences which could include internet suspensions, contacting parents and/or disciplinary procedures.

**Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.**

## Parent / Pupil Acceptable Use Agreement Form

This form relates to the Parent / Pupil Acceptable Use Policy (AUP), 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. This agreement is central to the effective implementation of our Safeguarding and Child Protection Policies.

I have read and 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 allowed) eg mobile phones, PDAs, cameras etc
- I use my own equipment out of school in a way that is related to me being a member of this school.

Name of Pupil

Form

Signed by Parent

Date