Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These 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 digital technologies for educational, personal and recreational use.

• that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

We will try to ensure that pupils will have good access to digital technologies 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 schoolwill monitor my use of the systems, devices and digital communications.

• 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 will be aware of “stranger danger”, when I am communicating on-line.

• I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, educational details etc )

• I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

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

• I understand that the schoolsystems and devices are primarily intended for educational use and that I will not use them for personal or recreational use.

• I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

• I will not use the schoolsystems or devices for video broadcasting (eg YouTube.

**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 inappropriate language and I appreciate that others may have different opinions.

• I will not take or distribute images of anyone without their permission.

**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 immediately report any damage or faults involving equipment or software, however this may have happened.

• I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of 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 only use social media sites with permission and at the times that are allowed.

**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 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.

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

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.

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

• I use the schoolsystems and devices (both in and out of school)

Name of Pupil

Signed

Signature of parent

Date

Nov 15