



Click Clever.
Click Safe.

- IT Acceptable Use Agreement
 - Mobile Phone agreement
 - Photographs consent



Student Acceptable Use Policy Agreement – for older children (Year 3 – 6)

School Policy

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.

The school will try to ensure that *students* will have good access to digital technologies to enhance their learning and will, in return, expect the *students* to agree to be responsible users.

Acceptable Use Policy Agreement

I understand
safety or to

It is important that your child fully understands the IT Acceptable Use Agreement. Please read, sign the agreement and return all signed documents to the school office.

For my own

- I understand
- I will not use
- I will not use
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- 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 *school* systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- 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 *school / academy* systems or devices for on-line gaming, on-line gambling, internet shopping, 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 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 only use my own personal devices (mobile phones / USB devices etc) in school if I have permission (see mobile phone policy). I understand that, if I do use my own devices in the *school*, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- 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 hyperlinks in emails or any attachments to emails, unless I know and trust the person 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 (schools / academies should amend this section to take account of their policy on access to social media).

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.

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, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

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. If you do not sign and return this agreement, access will not be granted to school systems and devices.



KS2 - Student Acceptable Use Agreement Form

This form relates to the student 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. If you do not sign and return this agreement, access will not be granted to school ICT systems.

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

- I use the *school* systems and devices (both in and out of school)
- I use my own devices in the *school* (when allowed) eg mobile phones, gaming devices USB devices, cameras etc
- I use my own equipment out of the school in a way that is related to me being a member of this *school* eg communicating with other members of the school, accessing school email, class blogs, website etc.

Name of Student

Class

Signed

Date



Mobile phones

As parents and as a school we have a duty to safeguard and educate children as to the positive purpose of the internet and make them aware of the pitfalls and dangers. We have a comprehensive program of e-Safety lessons in school combined with rigorous and comprehensive monitoring.

Parents who think their children need a mobile must complete the form below to confirm this is the case, but all phones must be switched off at all times whilst children are on the school site. If children need to contact parents they can make their call from the office under supervision. If children are coming onto the school site with a phone they must go directly to the school office – we will keep a register here of all children who have parental permission. If any child is found to have a mobile device without permission then it will be confiscated and kept in the school office until it can be collected by a responsible adult.

Permission Form

Please complete the form to have a mobile phone or device in school. Leave blank if not.

Parent's name	
Signature	
Child's name	
Class	
Reason	

Photographs

As a school we may use your child's photograph to be used in marketing publication e.g school newsletter, prospectus or website, please confirm you give permission for your child's photographs to be published, subject to school rules.

Child's name	
Class	
<input type="checkbox"/> Please tick this box to allow permission for your child's photographs to be published, subject to school rules.	