



Baildon Church of England Primary School

Pupil Acceptable Use Policy

Policy Creation: January, 2021
Policy Review Date: January, 2022

'The Lord says for I know the plans I have for you... plans to give you hope and a future.'

Vision Statement

In our school, we celebrate being part of God's family where all respect themselves, others and the world around them. Our vision is to develop a safe, caring community of inspired, resilient life-long learners with a spirit of curiosity, enabling them to flourish in an ever-changing world.

Rationale

This document has been developed to help pupils in school to understand the rules for using school computing resources. You should always follow the rules set out in this policy because they will help keep you and your classmates safe. The term 'ICT equipment' includes but is not limited to PC's, iPads, online resources such as the VLE, Teams, netbooks, laptops and other such equipment.

Acceptable Use Information

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

- I understand that the school will monitor my use of systems, devices and digital communications.
- I will keep my usernames and passwords safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will keep school username and passwords for shared resources secure and will only use these resources for directed school activities with the permission of a teacher.
- I will be aware of "stranger danger", when I am communicating on-line and will not disclose or share personal information about myself or others. This includes when using online blogging and publishing resources to present my work.
- 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 the school systems and devices are intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- 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 when using school equipment and other systems including the VLE or online resources.
- 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 not use my own personal devices (mobile phones / USB devices etc) on the school premises or during school directed time, such as trips, sporting competitions and other events.
- Any personal devices (mobile phones / USB devices etc) brought into school must be locked in the UPKS2 security cabinet during school time.
- I will immediately report any damage or faults involving equipment, systems 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 trustworthiness 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.

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 images, 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 according to the school behaviour and e-safety policies. This may lead to the loss of access to the school network / internet, contact with parents and (in the event of illegal activities) involvement of the police.

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 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, VLE, website etc.

Review

- To be reviewed in January 2022 (to enable the policy to be updated in-line with any changes to the ECF)

Headteacher:



Date:

11^h January, 2021