

Lanner School KS2 Pupil Acceptable Use Policy 2022-23

Computer and Online Safety Rules

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

I understand that mobile phones and other digital technologies are not allowed to be used in school. If I need to take a mobile phone into school, I must hand it in at the office and collect it at the end of the day.

For my own personal safety:

- ✓ I will wash my hands before and after using any equipment.
- ✓ I will not tell other people any of my usernames or passwords.
- ✓ I will be aware of 'stranger danger' when I am communicating online and will be careful not to post photos, videos or other details which provide too much information.
- ✓ I will make sure that all online contact with other children and adults is responsible and respectful.
- ✓ I will not attempt to contact staff members online, e.g. on social networking sites.
- ✓ I will immediately report any inappropriate messages or anything that makes me feel uncomfortable when I see it online by informing an adult in school or at home.
- ✓ I know that age restrictions on social networking sites (e.g. age 13 on Facebook) are there to help to keep me safe.

When using computer systems in school:

- ✓ I know that my use of computers in school can be checked and that my parent or carer will be contacted if a member of school staff is concerned about my safety.
- ✓ I will only use computer equipment in school for school purposes.
- ✓ I will use the equipment responsibly, taking care not to damage, change or cause problems with any computing equipment or systems. I will report any damage or faults with the computer equipment immediately.
- ✓ I will only open, use or delete my own files.
- ✓ When looking for information online, I will use the sites recommended by my teacher or other responsible adults and carry out searches safely, in line with what I have been taught.
- ✓ I will not deliberately look for, save, send or upload/ download anything that could be inappropriate, illegal or may cause harm or distress to others. If I accidentally find anything like this, I will tell an adult immediately.

Dear Parent/ Carer,

- ✓ Computing, including the internet, email and mobile technologies, has become an important part of learning in and outside of school. We teach, and expect, all children to be safe and responsible when using any form of computing, whether in school or at home.
- ✓ Please read and discuss these rules with your child and return the slip at the bottom of this page. If you have any concerns, or would like some explanation, please contact your child's teacher.

✂.....

Agreement

We have discussed this with (child name) and he / she has understood and agreed to follow the acceptable use guidelines for computing.

Parent/ Carer Signature

I have understood and agreed to follow these guidelines when:

- ✓ using the school computing systems and equipment (both in and out of school);
- ✓ using computers outside of the school. 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);
- ✓ there is a failure to comply with this Acceptable Use Policy Agreement. This will result in disciplinary action. This may include loss of access to the school network / internet, contact with parents and in the event of illegal activities, involvement of the police.

Pupil Signature

Class Date