



Chestnuts Primary School

'Encourage, Enable, Empower'

Acceptable User Policy

As part of pupils' curriculum enhancement and the development of ICT skills, our school will be providing supervised access to the Internet, including e-mail. We believe that all pupils will need the skills and knowledge in whatever field of work they enter in their adult life. Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school internet access provider operates a filtering system that restricts access to inappropriate materials.

This is our Acceptable User Policy (AUP) for our school. It highlights the do's/don'ts of using all technology in school and shows our pupils how to behave when using IT. It is important that all of all pupils abide by the school rules when using technology in school and inform a member of staff immediately, if they become aware of any misuse. Any misuse will result in pupils being temporarily banned from using school technology.

For Pupils:

Using Technology in School

- I will ask permission from a member of staff before using the Internet;
- I will only use my school email address when using email in school. I will always log off my email account when finished. I will only email people my teacher has approved.
- I will not access, move or delete other people's work or files.
- I will respect all school equipment
- I will be sensible when using mobile technologies and follow the rules about moving about the school when using them.
- I will follow the rules about bringing my own personal device into school e.g. smartphone/ smartwatch.

Security, Passwords and Copyright

- I will not share my internet or network passwords.
- I will be careful when opening emails from people I don't know and will ask an adult if I am unsure whether to open it.
- I won't upload or download any pictures, writing, or movies that may upset others.
- I will use non copyrighted materials from the internet when creating documents, presentations or other media.



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• I won't

try to install software onto the school's network and devices because it may have a virus. Instead, I will ask a teacher for advice.

Online Behaviour and Safety

- I won't give out my personal details, such as my name, address, school or phone number on the internet or when registering for an app.
- I won't meet people I have met on the internet unless I have told my parents and they come with me.
- I will make sure all my contact with other people at school is responsible. I will not cyber bully pupils, teachers or other members of staff.

- I won't look for or at unpleasant or inappropriate websites or apps. I will check with a teacher if I think it may be unsuitable.
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive that I do not like.
- I know that everything I do on school devices is recorded and that the school can talk to my parents if my teacher is worried about my online safety.
- I will follow these rules all the time because I know that they are designed to keep me safe.

For Parents/Carers

- I agree to support and uphold the principles of this policy in relation to my child and their use of technology and the internet, at home and at school.
- I agree to uphold the principles of this policy in relation to my own use of the internet, when that use is related to the school, employees of the school and other pupils at Chestnuts Primary School.
- Images of pupils will only be taken, sorted and used for school purposes in line with school policy. Images will only be used on the Internet, in the press, or in media, with permission.



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