



## KS2

# Pupil Acceptable Use Policy

*'At the forefront of education, our vision is to provide opportunity and excellence in all branches of learning. By creating a flagship school that is a 'Centre of Excellence' in scores of disciplines, academic and beyond, each unique child's potential is explored and natural talents discovered. At Langney Primary School our vision is to uphold the balance between EXCELLENCE (standards) and the ENJOYMENT of learning (Vision Statement April 2014).'*

Approval Date	Policy Reviewer	Title	Chair of Governors
	Benjamin Bowles	Head of School	Jane McCarthy-Penman

Frequency of Policy Review	Every 2 years
Model Policy	In House
Added to Staff Drive	June 2019

**This policy is ratified by Langney's Local Governing Body (LGB) and confirmed by the SWALE Board of Directors.**

# Pupil Acceptable Use Policy Agreement

## **This Acceptable Use Policy is intended to ensure:**

- That the children in our care will be responsible users and stay safe while using the school's Computing resources and the internet for all use.
- That school Computing systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

## **Acceptable Use Policy Agreement**

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

### **For my own personal safety:**

- I will not use the school's ICT systems without permission.
- I will always make sure an adult is present when I am using the internet.
  - I understand that the school will monitor the way I use the school's computing systems, including G Suite.
- I will not tell anyone my password without good reason.
- I will never try to use someone else's password or user name.
- I will be aware of internet dangers, as discussed in E-Safety lessons, when I am online.
- I will not share personal information about myself or others when online.
- I will never arrange to meet people off-line that I have communicated with online.
  - I will tell a trusted adult if I see any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable while online.

### **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 change anyone else's files, without their knowledge and permission.
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language
- I will not take or share images of anyone without their permission.

### **I understand that the school has a responsibility to make sure the school's computing systems are secure and that they run smoothly:**

- I will not take my mobile phone or handheld device into class and will instead leave it at our school office for safe keeping until the end of the day.
- I will not try to upload, download or access any materials without permission.
- I will not try to upload, download or access any materials which are illegal, inappropriate or may cause harm or distress to others.
- I will not try to bypass the school's filtering / security systems.
  - I will tell a teacher of any damage or faults involving equipment or software, however this may have happened.
- I will not install or attempt to install programmes of any type on a school computer.
- I will not try to alter computer settings.
  - I will never use chat and social networking sites at school. I will remember how to stay safe when using them at home.

### **When using the internet I recognise that:**

- I should ensure that I have permission, if required, to use the original work of others in my own work.
- I will not try to download music and video which is protected by copyright.
  - I should take care to check that any information that I use 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 if I am involved in incidents of inappropriate behaviour when I am out of school where they involve my membership of the school community.
- I understand that if I break the rules set out in this Acceptable Use Policy Agreement, I may lose access to the school's network, internet and Google Apps for Education. My parents will be informed and in the event of illegal activities, the police will be contacted.

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*Please complete the section 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 access to school ICT systems.*

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

- I use the school ICT systems and equipment (both in and out of school)
  - I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, using the school's G Suite, etc.

Name of Pupil	Date
Class	
Signed (child)	Signed (parent / guardian)