



E-Safety Policy for pupils

New technologies have become part of the lives of children in today's society, both within schools and in their lives outside school. The internet and communications technologies can stimulate discussion, promote creativity and promote effective learning. Pupils 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 communications technologies for educational, personal and recreational use.
- That school ICT 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 ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Acceptable Use Policy Agreement

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

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat any usernames and passwords like my toothbrush – I will not share it, nor will I try to use any other person's usernames and passwords.
- I will not disclose or share personal information about myself or others when online.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

Although pupils in school are not allowed to use social networks or to make any other communications on line (unless prior arrangement and permission with parents is made) the pupils need to know that if they do communicate on line at home:

- I will be aware of "stranger danger", when I am communicating on-line.

- 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.

Remember the SMART lessons in school and information about internet safety can be found on our website.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are intended for our learning and that I will not use it for my personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school ICT systems for unsuitable on-line games or search for scary or offensive material.
- I will not steal or cause any damage to school equipment, or the equipment belonging to others.

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 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 aggressive or unsuitable language and I appreciate that others may have different opinions.
- I will not take, publish or hand out images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security of the technology it offers me and to ensure the smooth running of the school:

- I will only use my personal electronic devices e.g phones, ipads in school if I have permission. If I do use my own devices in 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 upload, download or access any materials which are illegal or unsuitable or may cause harm or upset others, nor will I try to use any programmes or software that might allow me to bypass the 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 install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.

Although pupils in the school cannot access emails (unless prior arrangement has been made) they need to know that;

- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.

When using the internet for research or recreation, I recognise that:

- I must 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 obey with this Acceptable Use Policy Agreement, I will be subject to actions as set out in the school behaviour policy. 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 to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.

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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.

PLEASE SIGN SHEET ATTACHED

Name of Pupil _____

Class _____

Signed (pupil) _____ Date _____