Wicklewood Primary School and Nursery

Acceptable Usage Policy

Primary pupils and parents

Responsible Person
The person for the updating of this policy is: The Headteacher

Review and Monitoring
This policy will be reviewed annually by the raising standards committee.

Reviewed:
Signed: Peter Meacock (Chair of Governors)   Date: 4.7.18

Signed: Julia Brooks   (Headteacher)   Date: 4.7.18

Next Review due: July 2019

At Wicklewood Primary School and Nursery, pupils **are expected to**:

- Only use ICT on the school premises for studying purposes.
- Only use their school email address when sending or receiving emails.
- Only open email attachments from people known to them or people who the teachers have approved.
- Make sure ICT communication with other pupils and adults is polite and responsible.
- Be responsible for their behaviour while using ICT.
- Inform their class teacher of anything they see online which makes them feel uncomfortable.
- Understand that their use of ICT can be checked and that parents/carers will be contacted if a member of school staff is concerned about a pupil's online safety.
- Be careful when using computer equipment and treat it with respect.
- Abide by the rules regarding bringing personal devices into school.
- Seek the advice of a teacher before downloading material.

Pupils will **not**:

- Try to bypass the internet settings and filtering system.
- Share passwords.
- Delete or open other people's files and documents.
- Use other people's accounts.
- Send any content which is unpleasant. If something like this is found, such as inappropriate images or the use of offensive language, pupils will report it to their teacher.
- Share details of their name, phone number or address.
- Meet someone they have contacted online, unless it is part of a school project and/or a responsible adult is present.
- Upload images, sound, video or text content that could upset pupils, staff and others.
- Try to install software onto the school network.
- Alter and setting on iPads.
- Take any computer equipment, including iPads, off the school premises.

Pupils will follow these rules all the time because they are designed to keep everyone safe.

Images of pupils will only be taken, stored 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.

Parents **will**:

- Comply with the Parent Code of Conduct
- Support and uphold the school's rules regarding the use of school ICT systems.
- Act in accordance with the school's policy when using the internet in relation to the school, its employees and pupils.

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Ofsted
Outstanding
School
2014|2015

Acceptable use agreement

Dear Parents / Carers,

The use of ICT, including the internet, email, mobile, social networking etc. has become a crucial part of learning and we want all pupils to be safe and responsible while using these valuable resources.

Please discuss these e-safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some clarification, please contact the headteacher.

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Parent /carer / pupil signatures

We have discussed this and ………………………………….........(child's name) agrees to follow the online safety rules and to support the safe use of ICT at Wicklewood Primary School and Nursery.

Parent's signature: ……..………………….…………………………………

Pupil's signature : ………………………………………………………………

Child's class ………………………………. Date ………………………………