

# **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 operational committee.

#### **Reviewed:**

Signed: M. Talbot (Chair of Committee)

Date: Summer 2020

Signed: Julia Brooks (Headteacher)

Date: Summer 2020

Next Review due: Summer 2021

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

- Only use ICT on the school premises for studying purposes or for recreational purposes within our Extended School.
- Only use their school email address when sending or receiving emails; or when emailing in computing lessons (Purple Mash)
- 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 or Chromebooks.
- Take any computer equipment, including iPads / Chromebooks, 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 from parents / carers.

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.



Wicklewood Primary School and Nursery  
Hackford Road  
Wicklewood  
Wymondham  
NR18 9QJ  
Telephone: 01953 602333  
email: office@wicklewood.norfolk.sch.uk



### 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.

---

✂

#### Parent / carer / child 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: .....

Child's signature : .....

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