

# Acceptable Use Policy

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Digital technology has become integral to the lives of children and young people, both within schools and outside school. This technology provides a powerful tool which opens up new opportunities for everyone. It can stimulate discussion, promote creativity and encourage awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

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

- That young people will be responsible users and stay safe while using the internet and other communication technology for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse or damage that could put the security of the systems and users at risk.
- That parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their online behaviour.

The school will enable pupils to have access to digital technology to enhance their learning and will, in return, expect the pupils to agree to be responsible users. The Pupil Acceptable Use Policy will enable you as a pupil and your parent/carer to be aware of the school's expectations.

Pupils and Parents are requested to sign the permission form to show their agreement and support of the school in this important aspect of the school's work.

## **Pupil agreement**

- I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.
  - I understand that d'Auvergne School will monitor my use of the systems, devices and digital communications and a daily review will be undertaken.
  - I will keep my username and password safe and secure – I will not share it with anyone and I will not use any other person's username and password.
  - I will be aware of 'stranger danger' when I am communicating online.
  - I will not disclose or share personal information about myself or others when online (this includes names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details, etc).
  - I will immediately report any unpleasant or inappropriate images, messages or anything that makes me feel uncomfortable when I see it online.
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- I understand that the school systems and devices (including the laptop in my care) are primarily intended for educational use.
  - I will not (unless I have permission to) make any downloads or uploads.
  - 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 or recording of anyone unless told to do so by a member of staff.
  - 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 or store programmes of any type on any school device, nor will I try to alter computer settings.
  - I will not use social media sites unless instructed to do so under the supervision of a teacher.
  - When I am using the internet to find information, I will take care to check that the information 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 comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action.

**Furthermore, I will ensure that the laptop in my care:**

- Is brought to school every day with full battery charge.
  - Is looked after and cared for appropriately, this includes being kept in a safe and secure place at home (including the charger) and transported from place to place in a secure laptop holder provided by school.
  - Is reported to my class teacher if it ever becomes damaged or faulty.
  - Is not used by anyone but myself.
  - Is used primarily for educational use.
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**Parent / Carer Agreement.**

- As the parent / carer of the pupil named below, I give permission for my child to have access to the internet and to IT systems.
- I understand that the school will discuss the Acceptable Use Policy Agreement with my child and that they will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.
- I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that my child will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- I understand that child's activity at home and at school on any school devices will be monitored and that the school will contact me if they have concerns about any possible breaches.
- I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.
- I confirm that I have discussed this Acceptable User Policy Agreement with my child. If I feel that my child is repeatedly not being appropriate with school devices and not adhering to this acceptable user policy, I will contact school to share my concerns.

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|--------------------|-------------------------|
| Child's Name:      | Class:                  |
| Parent/Carer Name: | Parent/Carer Signature: |
| Date:              |                         |

As the pupil named above I confirm that I have read and understood this Acceptable Use Policy and have discussed it with my parent/carer.

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| My Name: |
| Date:    |

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