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# Policy for Acceptable Use Agreement for Children

Name and Title of Author:

Sally Patrick

Name of Responsible

Committee: LGB

Trade Union Representative

Approval:

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Target Audience: All Key  
Stake Holders

Related Documents:

References:



## ICT Acceptable Use Agreement (AUA) For Children

- I will only use the ICT in school for school purposes.
- I will not use school systems/devices for personal/recreational uses, unless I have permission.
- I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I will only use the Internet and or/online tools when a trusted adult is present.
- I will only use my class e-mail address or my own school email address when emailing.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- I will not take/distribute images of anyone without their permission.
- I will not deliberately look for, or access inappropriate websites.
- If I accidentally find anything inappropriate, or that makes me feel uncomfortable, I will report it to a grown-up immediately.
- I will only communicate online with people that a trusted adult has approved.
- I will not arrange to meet anyone that I talk to or met online
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not give out my own, or others' details such as names, phone numbers or home addresses.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will not attempt to download or install anything on to the school network without permission, nor will I try to alter computer settings.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I know that my use of ICT can be checked and monitored and that my parent/carer will be contacted by a member of school staff if they are concerned about my eSafety.
- I understand that failure to comply with this Acceptable Use Policy may result in disciplinary steps being taken in line with the school's Behaviour Policy, and parents and carers will be informed.

ICT Acceptable Use and eSafety Policy

All children using the ICT equipment in school should adhere to the policy outlined. The children will be issued with 'Passports' which encourage them to use the equipment within the guidelines. Failure to comply with the rules will result in the passport being marked and use withdrawn.

Equipment should only be used for school purposes.

Online safety is crucial for both staff and pupils.

Content should never be made to upset any member of the school community.

Individuals are responsible for ICT use and behaviour, they know the rules and that they are there to be keep them safe.

eSafety

Children will adhere to the acceptable use policy and this will be monitored by teachers and staff using 'Passports', which includes safe searching and use of the internet.

'Cyber-Bullying' will not be tolerated and will be dealt with by a senior member of staff and recorded under the anti-bullying policy.

Children are aware of what they should and shouldn't be using the Internet for and must adhere to these rules.

Personal contact details must never be shared (staff with pupils, or pupil to pupil online).

Social networking sites and websites of staff should not be accessible by children of our school.

ICT use can be checked, and will be, if there is any concern over the safety of an individual.

Please discuss our policy with your child/ren and return this slip back to school signed by both yourself and your child.

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**I have read and accept the conditions of Swanland School's ICT Acceptable Use and eSafety Policy.**

Child's name.....

Signed Parent.....

Signed Child.....