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## **ICT Acceptable Use and e-Safety 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 Failure to comply with the rules will result in the passport being marked and use may be withdrawn.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 keep them safe.

### **e-Safety**

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 pupils 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 children and return this slip back to school signed by both yourself and your child.

✂ \_\_\_\_\_

**I have read and accept the conditions of our ICT Acceptable Use and e-Safety Policy.**

**Child's Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Signature of Child:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_

**Signature of Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## **ICT Acceptable Use Policy (AUP) – Pupils’ Passport.**

- I will only use the ICT in school for school purposes.
- 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 deliberately look for, or access inappropriate websites.
- If I accidentally find anything inappropriate I will tell my teacher immediately.
- I will only communicate online with people that a trusted adult has approved.
- 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 not arrange to meet anyone that I have met online.
- I will only open/delete my own files.
- I will not attempt to download or install anything on to the school network without permission.
- 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 that my parent/carer contacted if a member of school staff is concerned about my e-Safety.
- 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.



**Approved February 2014**