



Acceptable Use Policy for Learners in KS2

This is how I will stay safe when I use a computer in school:

I agree that I will:

- take care of the computers and other computing equipment;
- always keep my passwords a secret
- only use, move and share personal data securely
- only visit sites which are appropriate
- work in collaboration only with people my school has approved and will deny access to others
- respect the school network security
- make sure all messages I send are respectful
- show a responsible adult any content that makes me feel unsafe or uncomfortable
- not reply to any nasty message or anything which makes me feel uncomfortable
- not use my own mobile device in school- I will hand this straight to my teacher where it will be locked away securely.
- only give my mobile phone number to friends I know in real life and trust
- not use social media at school unless working with a teacher
- always follow the terms and conditions when using a site
- always keep my personal details private. (my name, family information, journey to school, my pets and hobbies are all examples of personal details)
- always check with a responsible adult and seek permission before I share images of myself or others
- only create and share content that is legal
- never meet an online friend without taking a responsible adult that I know with me.

Parents and Carers

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone.

These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That Woodfield's systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Parents / carers - Please complete the sections on the this page to show that you and your child have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to academy systems and devices.

Pupil Acceptable Use Agreement Form

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to Woodfield Primary School's ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- **I use Woodfield Primary School's systems and devices;**
- **I use my own equipment outside of school e.g. communicating with other members of the school community, accessing Class DoJo, Times Table Rockstars, Nessy and other school related websites etc.**
- **I do anything on the computer, this may be seen by someone else. I am aware that the school's internet and safety filter is provided by LightSpeed and monitored by SENSO software. I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend.**

Please return this completed section to the office or your child's class teacher.

Name of Pupil		Signed by Pupil	
Class		Date	

- As the parent or legal guardian of the above pupil(s), I grant permission for my child to have access to use the Internet, the Virtual Learning Environment and other ICT facilities at school. I know that my daughter or son has signed a form to confirm that they will keep to the school's rules for responsible ICT use, outlined in the Acceptable Use Policy (AUP). I also understand that my son/daughter may be informed, if the rules have to be changed during the year.
- I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using a filtered internet service, employing appropriate teaching practice and teaching online safety skills to pupils.
- I understand that the school can check my child's computer files, and the Internet sites they visit. I also know that the school may contact me if there are concerns about my son/daughter's e-safety or e-behaviour. I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.
- I am aware that the school permits parents/carers to take photographs and videos of their own children in school events and that the school requests that photos/videos are not shared on any social networking sites such as Facebook if the photos/videos contain images of other children. I will support the school's approach to Online Safety and will not upload or add any pictures, video or text that could upset, offend or threaten the safety of any member of the school community.

Name of Parent/Carer		Signed by Parent/Carer	
Class		Date	