



Acceptable Use Policy for Learners in KS1

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 open web pages which my teacher has told me to
- only work with people I know in real life
- tell my teacher if anything makes me feel scared or uncomfortable on the internet
- make sure all messages I send are polite
- show my teacher if I get a nasty message
- not reply to any nasty message or anything which makes me feel uncomfortable
- not give my personal information to anyone who is not a friend in real life
- talk to my teacher before using anything on the internet
- not tell people about myself online (I will not tell them my name, anything about my home and family and pets)
- never upload photographs of myself or others without permission from a trusted adult
- never agree to meet a stranger

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 next 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.

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	