

Bussage C of E (Aided) Primary School

Pupil Acceptable Use Policy

I choose to stay safe

- I will not disclose or share personal information about myself or others when on-line.
- If I find something that I think I should not be able to see, I will turn off the screen or press the *dolphin button* (which blanks the screen on a laptop). I will tell an adult straight away and **not show it to other children**.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I will not try to access or share any materials which are inappropriate or may cause harm or distress to others.
- I will only use chat and social networking sites with the permission of my parents (only applies at home – not available at school).
- If anyone online asks me to meet them in real life I will immediately tell an adult such as my teachers or parents.
- I will never arrange to meet anyone in person after I have met them online.

I choose to be kind and helpful

- I will only use polite language when using the computers and I will not write anything that might upset someone or give the school a bad name.

I choose to be honest

- I will never use other people's usernames and passwords or computers left logged in by them.
- I will only use the school's ICT systems for things a teacher has given me permission to do.
- I will not download anything without permission.
- I will not bring my own devices (mobile phones / USB devices etc) to school unless I have been given special permission by my teacher.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

I choose to look after property

- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes, or store programmes on a school computer, nor will I try to alter computer settings.
- I will not attempt to use the school's ICT systems for file-sharing.

I understand that:

- I will acknowledge sources of information and images copied from the internet using a citation.
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may be incorrect and may even be a deliberate attempt to mislead me.
- For my own and others' safety and the safety of the school's ICT systems, the school will monitor my use of the ICT systems, email and other digital communications.
- The school 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).
- If I choose not to keep to this agreement I may not be allowed to use computers, laptops or other equipment until the school feels it is safe and right for me to do so.

Child's Name

Signed

Date