

2019

Computing Acceptable Use Agreement



Implemented: May 2019

To be reviewed: May 2020

Review frequency: Annually

Consultation process

Signed (HT)

(COG)

“In everything we do today, we’re following Jesus and his way.”

ICT Computing Acceptable Use Agreement

1. General

Pupils are responsible for good behaviour on the internet just as they are in a classroom or school corridor. General school rules apply.

The internet is provided for pupils to conduct research and to support their work. Access is a privilege, not a right and access requires responsibility.

Individual users of the internet are responsible for their behaviour and communications over the network. Users must comply with school standards and keep the agreements they have signed.

Teachers and other staff may look at files and communications to make sure that the pupils are using the system responsibly.

During school, teachers will guide pupils towards appropriate materials to support the use of telephones, computers, tablets, social media and other potentially offensive material.

Outside of school, families bear responsibility for such guidance. Most social media sites have age restrictions for opening an account. To open an account with Facebook, Instagram, Pinterest, Twitter, and many other social media sites, children need to be 13 years old. Some other social media accounts require you to be 17 years old. Unfortunately, some children under the age of 13 subscribe to these platforms. Some providers of social networking sites with a minimum age of 13 say they do not provide bespoke advice for children under the age of 13, because they are not supposed to have a profile on their sites.

This places these children at risk to a number of factors.

Parental advice on how to keep children safe can be found at:

<https://www.netnanny.com/features/> <https://www.ceop.police.uk/safety-centre/>

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

2. St George's School Agreement/Safety Rules:

These rules will keep me safe and help me to be fair to others. (All KS2 children are expected to sign and return this policy.)

1. I will keep my logins and passwords secret.
2. I will only use the school's computers for schoolwork and homework.
3. I will only edit or delete my own files and not look at, or change, other people's files without their permission.
4. I will not bring files into school without permission or upload inappropriate material to my workspace.
5. I am aware that some websites and social networks have age restrictions and I should respect this.
6. I will not attempt to visit Internet sites that I know to be banned by the school.
7. I will only e-mail people I know, or a responsible adult has approved.
8. The messages I send, or information I upload, will always be polite and sensible.
9. I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
10. I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends. I will never arrange to meet someone I have only ever previously met on the Internet.
11. If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult. (I know where to find the 'worried about something?' link in the Children's Zone of St George's website).

The following are not permitted in school:

1. Sending or displaying offensive (rude) messages or pictures.
2. Using obscene (rude) language.

3. Annoying, insulting or attacking others.
4. Damaging computers, computer systems or computer networks.
5. Using others' passwords or accounts.
6. Copying work. Always ask permission before using anything from the internet.
Reference the work.
7. The use of social networking sites and personal e-mail services (these are strictly forbidden).
8. Printing anything without the teacher's permission.

3. Sanctions

If you break the rules:

1. You will be banned from using the internet / computers. The length of the ban will be decided by your teacher.
2. Your parents/ carers will be told.
3. In more serious cases police and local authorities may be told.
4. If necessary other people such as Social Networking or E mail member sites will be told.

(NB. Primary pupils should not be using Facebook/Instagram or other social media platform where the age recommendation is 13 or above. Useful, up-to-date advice can be obtained from <https://www.ceop.police.uk/safety-centre/> regarding social messaging sites).

Dear Parent/Carer,

Computing, including the Internet, e-mail and mobile technologies, has become an important part of learning at St George's. We expect all the children to be safe and responsible when using any form of technology. Please read and discuss the above e-safety guidelines with your child, sign below where indicated and return this form to the class teacher. If you have any concerns or would like some explanation on any of the above, please contact the school office. Please complete the sections below to show that you have read, understood and agree to the guidelines included in this Acceptable Usage Agreement. If you do not sign and return this agreement, access will not be granted to school computing systems.

Declaration for KS2 children and parents/carers:

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

- I use the school computing systems and equipment, and
- I use my own equipment out of school in a way that is related to me being a member of this school, e.g. communicating with other members of the school, accessing school e-mail, VLE, website etc..

I understand the consequences if I do not follow these guidelines.

Pupil's Name: Class:

Pupil's Signature:

Parent/Carer Signature:Date:

Advice and declaration form for Foundation and KS1 children and parents/carers:

<h1>Think before you click</h1>		
	S	I will only use the Internet and email with an adult
	A	I will only click on icons and links when I know they are safe
	F	I will only send friendly and polite messages to people I know
	E	If I see something I don't like on a screen, I will always tell an adult
<p>My name: Date:</p> <p>Parent/guardian signature: Date:</p>		