



Pupil Acceptable Use Policy – ICT

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1. Introduction

- 1.1 New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications 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.
- 1.2 This Acceptable Use Policy (AUP) is intended to ensure:
- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
 - that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- 1.3 Christ the King Catholic Collegiate (CtKCC) Multi-Academy Company (MAC) will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

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2. Early Years and Key Stage 1 (0 - 7)

2.1 I know that I must use computers in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the computer and other users.

2.2 For my own personal safety:

- I only use the internet when an adult is with me;
- I only click on links and buttons when I know what they do;
- I keep my personal information and passwords safe online;
- I only send messages online which are polite and friendly;
- I know the school can see what I am doing online;
- I know that if I do not follow the rules then:
 - The matter will be referred to the Phase leader
 - My parents/carers will be notified
 - I may be subject to a 'time-out' or supervised access
- I have read and talked about these rules with my parents/carers;
- I always tell an adult/teacher if something online makes me feel unhappy or worried;
- I can visit a number of internet sites to learn more about keeping safe online, such as:
 - [ThinkUKnow](#)
 - [CBBC Stay Safe](#)
 - [Childnet](#)
 - [Safety Net Kids](#)
 - [Safe Search](#)



1 I only go online with a grown up



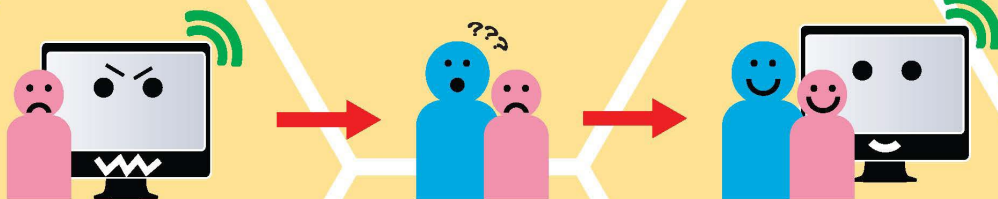
2 I am kind online



3 I keep information about me safe



4 I tell a grown up if something online makes me unhappy

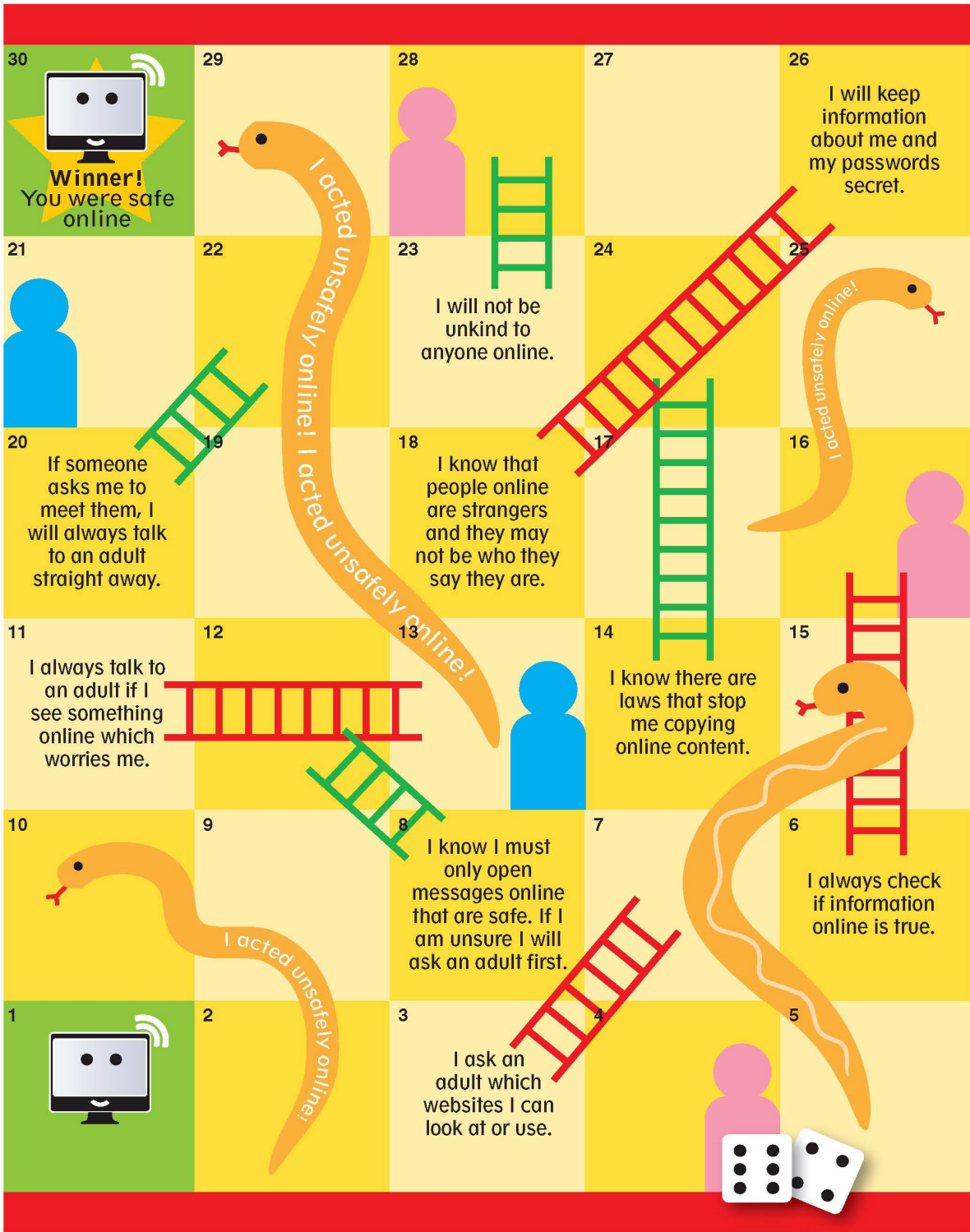


3. Key Stage 2 (7 - 11)

3.1 I know that I must use ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

3.2 For my own personal safety:

- I always ask permission from an adult before using the internet;
- I only use websites and search engines that my teacher has chosen;
- I use my school computers for school work unless I have permission otherwise;
- I ask my teacher before using my own personal device/mobile phone
- I know that not everything or everyone online is honest or truthful and will check content on other sources like other websites, books or with a trusted adult;
- I always credit the person or source that created any work, image or text I use;
- I only talk with and open messages from people I know and I only click on links if I know they are safe;
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened;
- I only send messages which are polite and friendly;
- I keep my personal information safe and private online;
- I will keep my passwords safe and not share them with anyone;
- I will not access or change other people's files or information;
- I will only post pictures or videos on the Internet if they are appropriate and if I have permission;
- I will only change the settings on the computer if a teacher/technician has allowed me to;
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it;
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult;
- I know that my use of school computers and Internet access will be monitored;
- I know that if I do not follow the rules then:
 - The matter will be referred to the Phase leader
 - My parents/carers will be notified
 - I may be subject to a 'time-out' or supervised access
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page and tell an adult straight away
- I have read and talked about these rules with my parents/carers;
- If I am aware of anyone being unsafe with technology then I will report it to a teacher;
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about keeping safe online.



STAY SAFE Online

4. Key Stage 3, 4 and 5 Students (11 – 18)

4.1 I know that school computers and Internet access has been provided to help me with my learning and that other use of technology may not be allowed. I will not use the systems for personal or recreational use unless I have permission to do so. If I'm not sure if something is allowed then I will ask a member of staff.

4.2 I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

4.3 For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications;
- I will not share my username and password, nor will I try to use any other person's username and password;
- I will be aware of "stranger danger", when I am communicating on-line;
- I will not disclose or share personal information about myself or others when on-line;
- 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 understand that everyone has equal rights to use technology as a resource;
- I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube);
- I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment;
- I will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community;
- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18 and will visit www.thinkuknow.co.uk;
- I will only upload appropriate pictures or videos of others online and when I have permission;
- I understand that the school's Internet filter is there to protect me, and I will not try to bypass it;
- I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices;

- I know that if I do not follow the AUP then:
 - Appropriate action will be taken in accordance with the CtkCC Behaviour for Learning policy
- If I am aware of anyone trying to misuse technology then I will report it to a member of staff;
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable;
- I will visit www.thinkuknow.co.uk, www.childnet.com and www.childline.org.uk to find out more about keeping safe online

4.4 I will act as I expect others to act toward me, in that 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;
- will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions;
- will not take or distribute images of anyone without their permission

4.5 I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my personal hand held / external devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment;
- 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 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 of any type on a computer, or store programmes on a computer, nor will I try to alter computer settings unless instructed to do so by a member of staff.

4.6 When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work;
- Where work is protected by copyright, I will not try to download copies (including music and videos);

- 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 not be truthful and may be a deliberate attempt to mislead me.

4.7 I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also 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).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, contact with parents and in the event of illegal activities involvement of the police.

STAY

SMART!

online
ONLINE
Online
Online



Privacy

I will keep my password and personal information secret.

I know I must always check that my privacy settings are confidential.

I must respect the school's systems and equipment. If I can not be responsible I will lose the right to use them.



RESPONSIBILITY

I must check the reliability of online content, in case it is untrue.



LEGAL

I know that my internet use is monitored to protect me.

I am aware that copyright laws exist.

I know that my online actions may have offline consequences.

I know that it can be a criminal offence to hack accounts and systems or to send threatening and offensive messages.



I will always think before I post as once I upload content it can become public and difficult to delete.

I will not use technology to be unkind to people.



REPORT

I know that people online are not always who they say they are. I will always talk to an adult before meeting any online contacts.

If anything happens online which makes me feel worried or uncomfortable, I will speak to an adult I trust or visit www.thinkyouknow.co.uk.



5. Children with Special Educational Needs and Disabilities (SEND)

5.1 Please note the following statements are based on ability levels rather than age.

5.2 Children and young people functioning at Levels P4 – P7:

- I ask a grown up if I want to use the computer;
- I make good choices on the computer;
- I use kind words on the internet;
- If I see something I don't like online I tell a grown up;
- I know that if I do not follow the school rules then:
 - Appropriate action will be taken in accordance with the CtkCC Behaviour for Learning policy

5.3 Children functioning at Levels P7 – L1 (based on Childnet's SMART rules):

- **Safe:**
 - I ask a grown up if I want to use the computer;
 - On the internet I don't tell strangers my name;
 - I know that if I do not follow the school rules then:
 - List sanctions
 - List sanctions
- **Meeting:**
 - I tell a grown up if I want to talk on the internet
- **Accepting:**
 - I don't open emails from strangers
- **Reliable:**
 - I make good choices on the computer
- **Tell:**
 - I use kind words on the internet;
 - If I see something I don't like then I tell a grown up.

5.4 Children and young people functioning at Levels L2 – 4 (based on Childnet's SMART rules):

- **Safe:**
 - I ask an adult if I want to use the internet;

- I keep my information private on the internet;
- I am careful if I share photos online;
- I know that if I do not follow the school rules then:
 - List sanctions
 - List sanctions
- **Meeting:**
 - I tell an adult if I want to talk to people on the internet
 - If I meet someone online I talk to an adult
- **Accepting:**
 - I don't open messages from strangers
 - I check web links to make sure they are safe
- **Reliable:**
 - I make good choices on the internet
 - I check the information I see online
- **Tell:**
 - I use kind words on the internet;
 - If someone is mean online then I don't reply, I save the message and show an adult;
 - If I see something online I don't like then I tell an adult.

6. Group Accounts

Group accounts are not to be created by users as these present a safeguarding risk.

Pupil Acceptable Use Agreement Form

This form relates to the pupil Acceptable Use Policy (AUP), to which it is attached.

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 school ICT systems.

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

- I use the school ICT systems and equipment (both in and out of school);
- I use my own equipment in school (when allowed) e.g. mobile phones, cameras etc;
- I use my own equipment out of school in a way that is related to me being a member of this Multi-Academy e.g. communicating with other members of the school, accessing school email, VLE, website etc.

Name of Pupil (print)

Group / Class

Signed

Date

When complete, please return to the main school office.

Parent/Carers Agreement Form

Parents/Carers are requested to sign the permission form below to show their support of the Multi-Academy in this important aspect of the school's work.

If you do not sign and return this agreement, your child will not be granted access to school ICT systems.

Parent / Carers Name:
(Print)

Pupil Name:
(Print)

Group / Class:

As the parent / carer of the above pupil(s), I give permission for my son / daughter to have access to the internet and to ICT systems at school.

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet or using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Signed

Date

When complete, please return to the main school office.