



# PUPIL ACCEPTABLE USE POLICY

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<b>Approved by</b>	Trust Leadership Team

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## Change Log

Summer 2022	Added reference to remote learning in introduction
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## Contents

1. Introduction .....	3
2. Acceptable Use Policy Agreement .....	3
3. Pupil Acceptable Use Agreement Form.....	5

# 1. Introduction

New technologies have become integral to the lives of children and young people in today's society, both within the academy and in their lives outside the academy. 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.

This Acceptable Use Policy 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 our ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The academy 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.

This policy applies both in and outside of the academy, whether during school time, remote learning, or in pupils' own time, on both academy/Trust or personal equipment and devices.

Parents and pupils should not make 'Friend Requests' to academy/Trust staff on social media. Staff are not permitted to accept 'Friend Requests' from pupils or engage with them via social media. On occasions social media could be used legitimately by academy/Trust staff for teaching and learning purposes via specially set up accounts to educate parents and pupils on safe and responsible use of social media. These circumstances will be exceptional and agreed in advance by the Head Teacher.

If they wish to use social media, staff at the academy are expected to use social media responsibly and safely, in accordance with our Social Media Policy, and through doing so not bring the Trust into disrepute. No staff should make 'Friend Requests' with pupils or engage in Social Media communications with them.

## 2. Acceptable Use Policy Agreement

I understand that I must use the academy 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.

For my own personal safety:

- I understand that the academy will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating online.
- I will not disclose or share personal information about myself or others when online.
- I will not arrange to meet people offline that I have communicated with online, without the permission of my parents, and I will only do so in a public place and take an adult who my parents have agreed to, with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the academy ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the academy ICT systems for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube).
- I will act as I expect others to act toward me:
- 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 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.
- I will not take or distribute images of anyone without their permission.

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

- I will not use any personal device in a school or Trust building.
- I understand the risks and will not upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any program or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- 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 that 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 machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission and at the times that are allowed

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 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.
- I understand that I am responsible for my actions, both in and out of my academy:
- I understand that the academy 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 my academy and where they involve my membership of the academy 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 network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the Pupil Acceptable Use Policy Agreement form 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 the ICT systems.

### 3. Pupil Acceptable Use Agreement Form

This form relates to this Pupil Acceptable Use Policy.

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 the academy ICT systems.

I have read and understand the Pupil Acceptable Use Agreement Policy and agree to follow these guidelines when:

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

Name of Pupil:	
Signed:	
Date:	

*Parents, whose child is in KS1, should read this document with their child and sign it on their behalf.*