



## **BRYN PRIMARY SCHOOL 2017-18**

### **ICT Acceptable Use Policy (Pupils) - Key Stage 2**

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/ carers are asked to sign below and return this form to show that our ICT Safety rules have been understood and agreed.

#### **Pupil Agreement:**

- I will ask permission before entering any website, unless my teacher has already approved that site.
- On the school network I will only use the class login and password given to me by my teacher and will only share within my class.
- For HWB+ and other online tools I will only use the password I have been given and only share it with my teachers and parents.
- I will not look at or delete other people's files.
- I will not bring a memory stick into school.
- The messages I send will be polite and sensible.
- If I see anything I am unhappy with or receive messages I do not like, I will switch off the monitor and tell a member of staff immediately.
- I know that school may check my computer files and may monitor the sites I visit.
- I will not give out personal information
- I will not use digital cameras without permission.
- If I need to bring a mobile phone to school, I will hand it to my teacher to take care of.
- I understand that if I deliberately break these rules I could be stopped from using the Internet or computers in school.

### **Pupil Declaration:**

I have read and discussed the acceptable use rules with my parents and agree to follow the acceptable use rules. I understand that if I don't follow the rules I may not be allowed to use the digital equipment.

Name \_\_\_\_\_ Signature \_\_\_\_\_

### **Parent/Carer Agreement:**

- The school has ICT equipment (computers which are connected to the internet) to help with your child's learning. The Internet Service Provider provides a continually updated, filtered service to attempt to ensure only acceptable internet sites are available.
- Your child's teacher will only set ICT work which is related to the curriculum and which will benefit their learning.
- We encourage you to contact the school if you have any concerns regarding your child's use of our ICT provision.
- Portable storage devices (DVDs, Memory Sticks etc) from home, can only be used with the express permission of the teacher due to the risk of viruses.
- Occasionally digital images containing children and/or their work will be taken. These are stored or used in school and can only be accessed through username and password.

### **In addition, staff:**

- Supervise children using the internet.
- Check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils.
- Are extra vigilant when pupils are undertaking their own research and check that pupils are following the agreed search plan.

### **Parental Declaration**

I have read the schools policy for pupil use of ICT and agree to allow my child to use the resources for the purposes described.

Parent/Guardian of \_\_\_\_\_ Signature \_\_\_\_\_