



ACCEPTABLE USE OF IT AGREEMENT

Approved: April 2025

Review date: April 2026

FOR PUPILS

Pupils that do not follow these rules may find:

- They are not allowed to use any technology within the school.
- They can only use the electronic devices if they are monitored closely.

Their teachers will show pupils how to use the electronic devices before they are able to use them.

Acceptable Use Agreement

When I use devices I must behave responsibly to help keep me and other users safe online and to look after the devices.

1.	I understand that what I do online will be supervised and monitored and that I may not be allowed to use devices in school unless I follow these rules and use them responsibly
2.	I will only visit internet sites that are relevant and appropriate for children
3.	I will keep my username and password safe and secure and not share it with anyone else except my parents or a school adult
4.	I will hand in any personal device at the start of the school day including smart watches
5.	I will use sensible searching methods taught by my teacher and report any websites, images, files or messages that make me feel uncomfortable to my teacher / a member of school staff/ parents if this happens outside school
6.	I will not send photos of others or myself to unknown people or tell anyone my name, where I live, my school, or my telephone number online, including via email, apps or learning platforms. I will not meet anyone I have met through the internet and will tell a trusted adult if someone asks to meet me
7.	I will immediately tell an adult if I see anything that makes me feel uncomfortable when I see it online
8.	I will be aware of "stranger danger" when I am online
9.	I will tell an adult if a device is damaged or if anything else goes wrong
10.	I will think about how my behaviour online might affect other people: When online, I will act as I expect others to act toward me
11.	I will not remove any equipment from school premises without the permission of a school adult

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April 2024



Headteacher: Mrs V Smith

12.	I will be polite and responsible when I communicate with others and I will not upset someone or give the school a bad name
13.	I will handle all the devices carefully and only use them if I have permission
14.	I will not open emails, fill out forms, click on links, download anything or update any apps without an adult's permission
15.	I must never use other people's usernames and passwords or computer or iPads left logged in by them

Unacceptable Use

Examples of unacceptable use include, but are not limited to:

- Using a device with another person's username and password.
- Creating or sending any messages online that might upset other people.
- Looking at, or changing work that belongs to other people.

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

- I agree to follow the school rules when using the school computers and iPads. I will follow the rules explained by my teacher.
- I agree to report anyone not using the computers and iPads sensibly to my teacher.
- I agree to tell my teacher or another adult if I see any websites or images that make me feel unhappy or uncomfortable
- I understand that if I do not follow these rules, I may not be able to use the computers and iPads

Learner Acceptable Use Agreement Form

Please complete the sections in the new starter pack to show that you have read, understood and agree to the rules included in the acceptable use agreement. If you do not sign, access will not be granted to school systems.

FOR PARENTS / CARERS

This parent/carer acceptable user policy is intended to share the importance that the school places on keeping children safe with a particular regard to online safety. It encourages parents/carers to be actively involved in their child's online safety education, including encouraging appropriate behaviour, critical thinking and reporting.

As a parent/carer, I understand that whilst at school, my child will have access to:

- The internet at school
- The school's online managed learning environment
- ICT facilities and equipment in school

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Whilst my child attends Southway Junior School, I understand that the school cannot be held responsible for the nature and content of materials accessed through the internet and various technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

1.	I will support the school by ensuring the safe use of the internet and digital technology at home, and will inform the school if I have any concerns.
2.	I will reinforce the online safety messages provided to learners in school.
3.	I will not take and then share online photographs of other children, or staff, at school events without permission.
4.	I understand that if my child reports an issue with technology in school, it should be reported to the school immediately so that appropriate steps may be taken.
5.	When communicating with the school via official communication channels I will: ➤ be respectful towards members of staff and the school at all times; ➤ be respectful of other parents / carers and children; ➤ direct any complaints or concerns through the school's official channels so they can be dealt with in line with the school's complaints procedure.
6.	I will seek any support and advice from the school to ensure a safe online environment is established for my child.

Parent/Carer Acceptable Use Agreement Form

Please complete the sections in the new starter pack to show that you have read, understood and agree to the rules included in the acceptable use agreement. If you do not sign, access will not be granted to school systems.

