



Cheddon Fitzpaine Church School

Pupil Acceptable Use Policy

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 school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupil to agree to be responsible users.

Acceptable Use Policy

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.

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 user name or 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 and will not arrange to meet people off-line that I may have communicated with 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 and:

- I understand that the school 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.
- I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, chat room facilities, social networking, instant messaging or video broadcasting (eg 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 school has a responsibility to maintain the security of the technology it offers me and to ensure the smooth running of the school:

- I will not bring a personal hand-held device such as mobile phones in to school.
- I understand the risks and will not try to 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 programmes 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 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 machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not use chat and social networking sites.

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.

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 (e.g. cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy, I will be subject to disciplinary action. This may include: referral to my class teacher, reporting to the Headteacher or E-Safety Coordinator, reporting to the CLP technician, a report to my parents/carers, loss of access to the school network / internet, detention, suspension, and in the event of illegal activities involvement of the police.

Pupil Acceptable Use Agreement

The following points have been taken from the E-Safety and Acceptable Use policies and simplified to make them more 'Child Friendly'.

1. Mobile phones are not allowed in school.
2. I can use my own camera in school, or on trips, with the teacher's permission.
3. I should not take a photo of another pupil unless their parents/ carers have given permission.
4. I can use a PDA or PSP in school with staff permission.
5. I should not use my personal email address in school or on the school network.
6. I am not allowed to use the school email for personal emails.
7. I am not allowed to use chat rooms, social networking (Facebook or Bebo etc or instant messaging)
8. If I am unsure about anything on the screen, I will ask the teacher or teaching assistant.
9. I shall ask an adult if I am about to use the computer or internet.
10. I shall only touch my own computer or work unless I have permission to share work.
11. I shall only use websites that have been advised to.
12. If any pictures or words come on to the screen that make me feel uncomfortable, I shall turn off the screen and tell a teacher.

Fronter:

1. When I am using Fronter I will keep my password safe and not tell anybody else.
2. On my homepage, I will be careful to only use suitable pictures.
3. I will not put any personal information on my homepage.
4. I will not make any unkind comments about other people. This can be seen as Cyber-bullying.

You should keep the Pupil Acceptable Use Agreement at home but please complete the following section and return it to school.

If you do not sign and return this agreement, you will not be allowed to use the school's ICT systems.

Pupil Acceptable Use Agreement Form

I have read and understand the Pupil Acceptable Use Agreement and agree to follow the guidelines it contains 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. PDAs or cameras
- 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 email or Fronter website.

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Name of Pupil (Print)

Class/ Year

Date:

Signed