

CHILD'S NAME

CLASS.....YEAR.....

October 2014

St Teresa's Catholic Primary School

KEY STAGE 2 ACCEPTABLE USE POLICY

Parents/Guardians of pupils should sign a copy of this Acceptable Use Statement and return it to the school where it will be countersigned by a member of staff. Failure to read and complete this form will restrict the use of the computers in school for your child. Thank you for your co-operation.

The computer system is owned by the school and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school has an e-Safeguarding Policy drawn up to protect all parties - the pupils, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Acceptable Use Policy for Older Primary Children

I will read and follow the rules in the AUP (Acceptable Use Policy)

I understand that this AUP is regularly reviewed and that there are consequences if I do not follow it.

- I will always use what I have learned about e-safeguarding to keep myself safe and will tell a teacher if something makes me worried or unhappy.
- I will only use school ICT equipment for my school work and not to upset or bully other people or create a bad impression of my school.
- I will take responsibility for my own use of all ICT equipment and will use it safely, responsibly and legally e.g.
 1. I will only use my school email account (which ends .sch.uk) in school.
 2. I will not open any email attachments without checking with an adult.
 3. I will make sure that my work does not break copyright.
- I will not go on any unsuitable or illegal websites on purpose e.g. rude images, violence and racism. If I go on any by mistake I will tell a teacher straight away.
- I will tell my teacher if I can see a website that is inappropriate or receive any unwanted emails (such as spam).
- I will look after school ICT equipment and report any damage to a teacher straight away.
- I will not try to get past any security measures in place to protect the school network.
- I will only use the usernames and passwords I have been given and I will keep them secret
- I will save only school work on the school network and will check with my teacher before printing.
- I will log off or shut down a computer when I have finished using it.
- I understand that all of my work and internet activity on school ICT equipment can be monitored and that there are consequences if I do not use the equipment sensibly, safely and responsibly.

Parent/Carer's Signature Date

Child's Signature Date

Teacher's SignatureDate