

OUR PUPIL ACCEPTABLE USE OF IT POLICY

At Hartington School, we use a range of technology to enhance learning. This technology has access to the internet. We expect all pupils to be safe and responsible when using any IT.

Please read our acceptable use rules with your child and return the slip at the bottom of this page. If you have any concerns or would like more information, please contact the school's Head Teacher.

- ❖ I will only use IT in school for school purposes and understand that this will be monitored.
 - ❖ I will only use my class email or school email address when emailing.
 - ❖ I will only open email attachments from people I know, or who my teacher has approved.
 - ❖ I will treat my usernames and passwords like my toothbrush – I will not share it, nor will I try to alter or use any other person's username and password.
 - ❖ I will respect other's work and property and will not access, copy, remove or otherwise alter any other user's files.
 - ❖ I will make sure that all IT contact with other people is polite, responsible, sensible and not aggressive.
 - ❖ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will delete it and will tell my teacher immediately.
 - ❖ I will not take or send images of anyone without the teacher's and the child's permission.
 - ❖ I will not disclose or share personal information about myself or others when online.
 - ❖ I will be aware of "Stranger Danger" and not arrange to meet anyone that I have met online.
 - ❖ I will be responsible for my behaviour when using IT because I know that these rules keep me safe.
 - ❖ I know that my use of IT can be checked and that my parent/carer will be contacted by a member of staff if there are any concerns about my safety online.
 - ❖ I will look after the technology in school and treat it with respect.
 - ❖ I will not delete, but tell an adult if I see any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable.
 - ❖ 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 without permission from the teacher.
 - ❖ I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement.
 - ❖ I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will subject to disciplinary action. This may include loss of access to the school network / internet and parents/ carers will be notified.
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Parent/Carer Return Slip

I/We have discussed this and _____ (child's name) agrees to follow the E-Safety rules and to support the safe use of IT at Hartington C of E Primary School.

Name _____

Signed _____ Date _____