Student Acceptable Use of Technology Policy

Technology is a great tool to support learning, find information and to communicate and share with others.

The School encourages its appropriate, effective and safe use. All users of technology in the school must agree to certain rules and will only use the equipment and software as instructed.

My Responsibilities

I understand that the school will monitor my use of computers and other technology.

I understand that I have rights and responsibilities in using technology and will follow the class agreed rules when using technology including the internet.

I understand that the school may investigate incidents that cause upset or harm taking place outside school.

I recognise if I misuse technology, it has an effect on others and consequences for me.

I will report any suspected misuse or problems to a trusted adult in the school.

I will think about the ways I use technology so that it will not affect my physical or mental health.

Online bullying
I understand that the school will not accept bullying in any form.

I will be careful to check that anything I write or say in documents, messages or online is not offensive or could cause hurt or embarrassment.

I understand that I should report any incidents of bullying.

Use of internet
I will not try to access sites that are blocked or that are unsuitable for use in school.

I will carefully check information I use for my learning.

I will report any worrying or damaging materials I come across.

Personal mobile devices
Mobile phones are not permitted at school. I understand that if I need to bring my phone into school, I will hand it in at reception and collect it at the end of the day.

Name   _____

Signed   _____

Tutor Group _____   Date   _____

Parent/Carer Acceptable User Policy
for Students' use of Technology and the Internet

The school uses technology, including the internet, to support the curriculum wherever this is appropriate. Students are taught computing and about effective and responsible use of technology and the internet. Students are given guidelines and taught how to be careful and considerate in their use of technology and the internet and how to maintain a balance between this and other activities.

The school may use approved blogs, emails, picture galleries and other tools to help with educating your child. Children and staff will always use responsible and caring language online.

Students will:
- only use technology including computers and mobile devices when they have been told that they can.
- only use the school technology for those activities which they have been given permission.
- be told about online bullying and what to do if it happens.
- use only the user names and passwords for which they have permission.
- not download and use material or copy and paste content which they do not have consent to use.
- not attempt to search for, view, upload or download any inappropriate or unsuitable material.
- inform a member of staff if they have accidentally found inappropriate or unsuitable content.
- use responsible and caring language in communicating with others.
- be helped to maintain a balance between the use of technology and other activities.
- be helped to discuss their use of the internet especially sites where there is communication with others (e.g. social networks).
- be encouraged to talk with their parents or carers about the rules for the safe use of the internet.
- be made aware that the school may investigate incidents that happen outside of school but could affect life in school.

Misuse of technology may result in:
- a ban, temporary or permanent, on the use of the internet / technology resources at school
- action in line with the school's behaviour policy
- parents/carers being informed about an incident and actions taken

Parents and carers work in partnership with the school when they:
- discuss online safety issues with their children and work to build responsible use of technology
- work with the school in promoting positive use of technology and the internet
- inform the school if they think there is an online safety issue related to the school
- raise concerns about the school through the appropriate channels

Please ask a member of staff if you have questions about any part of this document.

Please sign below and return one copy of this form to the school.

_____

- I have read and am happy with the description of the school's technology and internet use.
- I will work with the school to help my child develop appropriate use of technology.
- I am happy for my child to experience the internet use described.

Pupil Name (PLEASE PRINT) _____   Tutor Group   _____

Name of Parent or Carer (PLEASE PRINT) _____

Signature of Parent or Carer _____   Date   _____