

Acceptable Usage Policy KS2 Children – Guidelines

This document is to provide some guidelines to ensure that you stay safe and act responsibly when using the computers. When we talk about Computing, we are talking about computers, laptops, iPad's and all our digital equipment including cameras and other devices. When computing in school, you have agreed to follow these rules. These rules will be discussed with you as a class before you sign them. A copy of this will also be sent home to your parents.

If you have any questions, please ask your teacher or Miss Harrison.

- At all times, I will think before I click (especially when deleting or printing)
- When using the internet, I will think about the websites I am accessing
- If I find a website or image that is inappropriate, I will tell my teacher straight away
- When using information or pictures from websites, I will try and say which website it came from and if possible link back to the site
- When communicating online (in blogs, email etc) I will think about the words that I use and will not use words that may offend other people
- When communicating online, I will only use my first name and not share personal details such as my email address or phone number
- I understand that people online might not be who they say they are
- I will not look at other people's files or documents without their permission
- I will not logon using another person's account without their permission
- I will think before deleting files
- I will think before I print
- I know that the teachers can, and will, check the files and websites I have used
- I will take care when using the computers and iPad's when transporting them around
- I will keep my usernames and passwords secure, but I understand I can share them with appropriate people, such as my parents or teachers
- I will not install any software or hardware (including memory sticks) without permission from a teacher
- I understand that if I am acting inappropriately then my parents may be informed

Signed (Pupil) _____ Class _____ Date _____

Acceptable Usage Policy KS1 Children – Guidelines

These rules have been written to make sure that you stay safe when using the computing equipment. This includes cameras, laptops, iPads and microphones too. When computing in school, you have agreed to follow these rules. Your teacher will talk about these rules before you sign them and a copy will be sent home to your parents.

If you have any questions, please ask your teacher or Miss Harrison.

The Golden Rule: **Think before you click**

- 😊 I will be careful when going on the internet.
- 😊 I will only use the internet when a teacher is with me.
- 😊 I will tell a teacher if I see something that upsets me.
- 😊 I know people online might not be who they say they are.
- 😊 I will be polite when talking to people or writing online.
- 😊 I will think before I print or delete.
- 😊 I will be careful when using or carrying equipment.
- 😊 I will keep my password secret, but I can tell my family.
- 😊 Remember to log off properly before closing the lid of the netbooks.
- 😞 I won't tell anyone any personal details like my phone number or last name.
- 😞 I won't logon using someone else's username.
- 😞 Never put water bottles on the table when using computing equipment.

Signed (Pupil) _____ Class _____ Date _____

Acceptable Usage Policy – Staff – Guidelines

This document has been written to ensure that staff use the computing equipment throughout school appropriately. If they have any questions regarding this policy, they should direct them to Senior Management team or the Computing Coordinator. Staff should:

- Use computers and equipment with care and ensure children do the same e.g. water bottles should stay away from machines
- Ensure that they have a sensible password
- Ensure that usernames and passwords are not shared with children or other staff
- Ensure that they log off when they have finished using a computer
- Make use of resources such as cameras and microphones but ensure that these are returned after their use. They should also endeavour to remove pictures/files on return too
- Try not to be wasteful, in particular when it comes to batteries, printer ink and paper
- Ensure that online dialogue (e.g. blog posts or emails) with other schools, parents or children remains professional at all times
- Ensure that online activity is related to their professional duty and that personal use should be kept to a minimum
- Ensure that they are not using the school's computing equipment for financial gain e.g. auction or betting sites
- Ensure that they have read and understood the Computing Policy
- Be aware that software or hardware should not be installed without prior consent of the Computing Coordinator or head teacher
- Understand that inappropriate use of the school's network may result in some services being removed and further action being taken by the head teacher
- Where data of a personal nature such as school reports, IEPs, correspondence, photographs and assessment data is taken home on a school laptop or other storage device, it must be recognised that this data comes under the Data Protection Act and is subject to the school's Data Protection Policy. Care must therefore be taken to ensure its integrity and security. It must not be transferred to home computers and should be removed from any portable device including USB pens and memory cards as soon as is practical.
- Staff should not use their own digital equipment including cameras, phones and computers.
- Report any issues to the Senior Management team or Computing Coordinator as soon as possible
- Return any hardware or equipment if they are no longer employed by the school

Signed _____ Print _____ Date _____