



# Secondary Pupil Acceptable Use Policy

|                                        |                                     |
|----------------------------------------|-------------------------------------|
| <b>Responsible Staff</b>               | GG                                  |
| <b>Governors Committee Responsible</b> | Full Governing Board or Headteacher |
| <b>Date Approved</b>                   | October 2024                        |
| <b>Review Date</b>                     | Annually                            |

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### Notes for Parents/Carers

All pupils will have access to computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Your child will have the opportunity to access a wide range of information and communication technology (ICT) resources. This includes access to:

- Computers, laptops and other digital devices
- Internet which may include search engines and educational websites
- School learning platform/intranet
- Email
- Digital cameras, web cams and video cameras
- Recorders and Dictaphones

The school recognises the essential and important contribution that technology plays in promoting children's learning and development and offers a fantastic range of positive activities and experiences. However we also recognise there are potential risks involved when using online technology and therefore have developed online Internet Safety policies and procedures with support from Warwickshire Authority and SWGfL, alongside the schools own safeguarding measures.

The school takes responsibility for your child's online safety very seriously and, as such, we ensure that pupils are educated about safe use of technology and will take every reasonable precaution to ensure that pupils cannot access inappropriate materials whilst using school equipment.

We request that all parents/carers support the schools approach to Internet Safety by role modelling safe and positive online behaviour for their child and by discussing online safety with them whenever they access technology at home. Parents/carers may also like to visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk), [www.childnet.com](http://www.childnet.com), [www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety), [www.saferinternet.org.uk](http://www.saferinternet.org.uk) and [www.internetmatters.org](http://www.internetmatters.org) for more information about keeping children safe online

Whilst the school monitors and manages technology use in school we believe that children themselves have an important role in developing responsible online behaviours. In order to support the school in developing your child's knowledge and understanding about Internet Safety, we request that you read the attached Acceptable Use Policy with your child and that you and your child discuss the content and return the attached slip. Hopefully, you will also find this Acceptable Use Policy provides you with an opportunity for conversations between you and your child about safe and appropriate use of the technology, both at school and at home.

Should you wish to discuss the matter further, please do not hesitate to contact the school.

We understand that your child may find some of the statements difficult to understand however, we feel it is good practice to involve them as much as possible in the decision making process, and believe a shared commitment is the most successful way to achieve this.

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### **Pupil Acceptable Use Policy – Secondary**

- I always ask permission from an adult before using a computer or the internet
- I know that I will be able to use the internet in school, for a variety of reasons.
- I will use it responsibly.
- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidentally come across any of these I should report it to a teacher or adult in school or a parent/carer at home.
- I only use websites and search engines that my teacher has suggested
- I use the school computers for school work unless I have permission otherwise
- I know I am not allowed to use my own electronic devices on the schools network or USB memory stick.
- I know that not everything or everyone online is honest or truthful and will check content on other sources like other websites, books or with a trusted adult
- I only talk with and open messages from people I know and I only click on links if I know they are safe
- I must always talk to an adult if I am not sure about something or if something happens online that makes me feel worried or frightened
- I only send messages which are polite and friendly
- I keep my personal information safe and private online
- I will not post pictures or videos of myself, other pupils or any adults at the school on the Internet
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will not accept and I will tell an adult I can trust straight away.
- I will keep my passwords safe and not share them with anyone
- I will not access or change other people's files or information

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- I will not change the settings on the computer
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it
- I know that my use of school computers and Internet access will be monitored
- I know that I am not allowed on personal e-mail, social networking sites or instant messaging in school
- I know that if I do not follow the rules then:
  - I may have my access to equipment restricted or removed completely
  - I may be asked to see the Headteacher
  - My parents/carers may be asked to meet with Headteacher
  - In very serious cases outside professionals may need to talk with me
- If I see anything online that I should not or that makes me feel worried or upset then I will minimise the page and tell an adult straight away
- If I am aware of anyone being unsafe with technology then I will report it to a teacher or adult
- I have read and talked about these rules with my parents/carers
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about keeping safe online

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### Exhall Grange School Parental/Carer Acknowledgment

#### PLEASE RETURN THIS PAGE ONLY ONCE COMPLETE

I, with my child, have read and discussed Exhall Grange School Pupil Acceptable Use Policy.

I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons to safeguard both my child and the schools systems. This monitoring will take place in accordance with data protection and human rights legislation.

I with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.

I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task. I understand that the school will take all reasonable precautions to reduce and remove risks but cannot ultimately be held responsible for the content of materials accessed through the Internet and the school is not liable for any damages arising from use of the Internet facilities.

I understand that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy or have any concerns about my child's safety.

I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school communities' safety online.

I know that my child will receive, Internet Safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I will support the schools Internet Safety approaches and will encourage my child to adopt safe use of the internet and digital technologies at home.

|                         |       |         |       |
|-------------------------|-------|---------|-------|
| Child's Name:           | _____ | Signed: | _____ |
| Form: Date:             | _____ |         | _____ |
| Parent/Carer Name:      | _____ |         | _____ |
| Parent/Carer Signature: | _____ | Date:   | _____ |

**Please keep your copy of this policy and return this page only, once you have discussed the policy with your child and signed it with them.**