

Background:

Digital Technologies have become integral to the lives of children and young people, both within schools and outside schools. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They can also be used to directly facilitate learning opportunities across the curriculum. Young people should have an entitlement to safe access to these digital technologies.

The acceptable use policies within this document have been written to ensure:

- ★ That young people will be responsible users and stay safe while using the internet and other technologies for educational, personal and recreational use.
- ★ That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk.
- ★ That users have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.
- ★ That parents and carers are fully aware of their children's use of ICT and measures taken to ensure their safety.

Sharing this Policy - Pupils

The relevant parts of this policy will be shared as part of class work at the beginning of each academic year.

Copies of the relevant section of the policy will be on display in each classroom.

Sharing this Policy - Parents and Carers

Parents and Carers will receive a copy when the pupils join the school and as their child moves into Year 3 and then into Year 5. Parents will be asked to sign and return these to show that they have read and understood what is written.

Teaching & Learning

While eSafety is a key strand within our curriculum, the teaching of eSafety is across all areas of the curriculum.

Monitoring

eSafety teaching and learning is monitored as part of the Computing and PSHE curricula.

eSafety 'incidents' and 'issues' are monitored and managed as part of the Child Protection Procedures.



Forest Primary School Acceptable Use Policy Reception & KS1 Pupils

This is how we stay safe when we use technology:

- ★ I will ask a teacher or a suitable adult if I want to use the computers, Chromebooks or iPads including using a particular app
- ★ I will only use activities that a teacher or suitable adult has told or allowed me to use
- ★ I will take care of the computers, Chromebooks or Ipads and other equipment
- ★ I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- ★ I will not take or share pictures of anyone unless they say it is ok
- ★ I will be polite and respectful when I communicate with others
- ★ I will tell a teacher or suitable adult if I see something that upsets me on the screen
- ★ I know if I break the rules I might not be allowed to use a computer, Chromebook or iPad

Child's Name:

Child Signature:

Parent Signature:

Date:



Forest Primary School Acceptable Use Policy Year 3 & 4 Pupils

Digital technology is a key part of everyday life. It is important that we learn how to use technology safely and effectively.

This is how we stay safe when we use digital devices:

- ★ I understand that the school devices are for learning and that I will only use them for activities that a teacher or suitable adult has told me to complete
- ★ I will respect others' work and will not access or change anyone else's work
- ★ I will be polite and respectful when I communicate with others
- ★ I will not take or share pictures of anyone unless they say it is ok
- ★ I will not share my username and password with anyone and I will not try to use anyone else's username and password
- ★ I will not disclose or share personal information about myself or others when online
- ★ I will be aware of 'stranger danger' when I am communicating online
- ★ I will immediately tell an adult if I see anything on a device that makes me feel uncomfortable
- ★ I will not try to upload, download or access any materials which are illegal or inappropriate, nor will I try to use any programmes or software that might allow me to bypass the filtering systems
- ★ I will immediately report any damage or problems with a device to a teacher or suitable adult, however this may have happened
- ★ I will not install or store programmes of any type on any school device, nor will I try to alter computer settings
- ★ I understand that if I act inappropriately, in the ways written above, and I choose not to follow the guidelines within the policy, I know that my teachers may contact my parents and discuss appropriate consequences

Child's Name:

Child Signature:

Parent Signature:

Date:



Forest Primary School Acceptable Use Policy Year 5 & 6 Pupils

Digital technology is a key part of everyday life. It is important that we learn how to use technology safely and effectively. This is how we stay safe when we use digital devices.

For my own personal safety:

- ★ I understand that the school will monitor my use of the school network, devices and digital communications
- ★ I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password
- ★ I will be aware of 'stranger danger', when I am communicating online
- ★ I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender etc)
- ★ I will immediately report to a teacher any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online

I understand that everyone has equal rights to use technology as a resource and:

- ★ I understand that the school network and devices are intended for educational use and that I will not use them for personal use
- ★ I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- ★ I will not use the school network or devices for on-line gaming, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission from a teacher to do so
- ★ I will act as I expect others to act toward me
- ★ I will respect others' work and property and will not access, copy, remove or otherwise alter anyone else's files, without the owner's knowledge and permission
- ★ I will be polite and respectful when I communicate with others, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions
- ★ I will not take or share pictures of anyone without their permission

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- ★ I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials
- ★ I will immediately report any damage or faults involving equipment or software, however this may have happened
- ★ I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- ★ I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings

I understand that I am responsible for my actions, both in and out of school:

- ★ I understand that if I act inappropriately, in the ways written above, and I choose not to follow the guidelines within the policy, I know that my teachers may contact my parents and discuss appropriate consequences. This includes inappropriate behaviour in school and outside of school, where it affects my peers wellbeing

Child's Name:

Child Signature:

Parent Signature:

Date: