

We aim to create an exceptional school that harbours confidence, respect and a love of learning and prepares children for the challenges and adventures of life.

#### Technology Acceptable Use Policy for Pupils

This policy is used in close conjunction with the computing curriculum and the school's general Technology Acceptable Use Policy

It was created 16th December 2016

It was updated 1st March 2019

It is reviewed annually with all pupils who sign to say they have understood the contents of the policy. These signing sheets are held by class teachers.



## I will help the school look after equipment

I will only search for things recommended by an adult.

I will not download or upload anything without an adults permission.

I will always be careful with school equipment.

I will not attempt to plug anything into school equipment without permission.

I will only open e-mails and messages from people I know or who are approved by an adult in the school.



### I will be respectful to others

I will ask permission to use photos of others or taken by others.

I will not bring any of my personal devices to school.

I will not use or change other people's files.

I will only send polite, kind e-mails and messages.

I will check online information is accurate before I use it.



### I will keep myself and others safe

I will report anything that upsets me or is unpleasant.

I will not arrange to meet people in real life, even if I think I know them.

I will not share my password and I will change it when told to by a teacher.

I will not share any personal information online.

I will only e-mail people I know or who are approved by an adult in school.



# I am responsible for my online actions in and out of school

I understand the school will monitor my use of equipment.

I understand there will be clear consequences for not following the acceptable use policy.

I will only use school equipment and if I have permission from an adult.

I have signed to confirm I will abide by these rules.

| I have read and agree with the school Acceptable Use Policy. |       |
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