



Acceptable Use Policy for pupils

3.1 Introduction

The AUP for pupils is discussed each year with pupils and their agreement to its rules is obtained by pupils signing the ICT Contract.

3.2 Safe and responsible use

3.2.1 The academy system

- Pupils sign the ICT Contract at the beginning of each year to agree to follow rules concerning safety and responsibilities about using ICT in academy.
- Pupils from Year 1 have a personal log in.
- Pupils access their own files and must not access other people's files.
- Pupils must treat equipment with care.
- Pupils must not download software or games.
- Pupils must not print without permission.
- Pupils in KS2 & KS1 may log in at lunchtimes to access a limited choice of activities, under the supervision of an adult.
- Failure to comply may result in sanctions: see below.

3.2.2 The Internet

- Pupils have access to a filtered Internet source to support learning.
- Pupils must ask permission before accessing the Internet.
- In KS1, pupils access only sites approved by an adult and an adult always monitors Internet use.
- In KS2, pupils access a wider range of sites and an adult is always present.
- Pupils must not access personal chat rooms.
- If pupils access inappropriate sites by accident, they must tell an adult
- Pupils are taught to be aware that at some point, they are likely to access inappropriate sites by accident, and they must tell an adult.
- If pupils deliberately access inappropriate sites, sanctions will apply: see below.
- Pupils are aware that their Internet usage is monitored by staff.
- Pupils must not enter personal data onto the Internet.

3.2.3 Email

- From Year 1 pupils may have access to a safe email account.
- Pupils may email to addresses of approved recipients only. Usually, the academy system is set up so that pupils are unable to email outside academy. At occasional times, settings can be altered by staff to allow emails outside academy to specified addresses. Pupils have no email access that allows them unrestricted addressees.
- Pupils must keep messages polite.
- Pupils are aware that emails are monitored by staff.

- If pupils receive emails that they find upsetting, they know to tell an adult.
- If pupils receive an email from an unknown source, they know not to open the email, and they must tell an adult.
- Failure to comply may result in sanctions: see below.

3.2.4 Blogs, forums and social networking sites

- Pupils may access these as directed by staff for learning purposes.
- Pupils must keep postings polite.
- Pupils must not access personal social networking sites at the academy.
- Pupils must not make requests to create links with staff on social networking sites.

3.2.5 Laptops/IPads/PC's

Pupils must take care when using academy laptops, iPads and PC's, maintaining an awareness of their fragility. All such devices should be fitted with a protected cover where appropriate.

3.2.6 Mobile phones

Pupils are not to use mobile phones in school. If they do bring mobile phones to school for safety reasons (e.g. Y6 walking home alone) they must be handed in at the start of the school day; parents must understand that if their children bring their phone into school this must be at their own risk and this must be made clear in the consents booklet.

3.2.7 Cameras and photographs

Pupils have access to academy digital cameras which they may use with permission from an adult.

Pupils' parents sign to agree / disagree to photos of pupils being used on the academy website and in newspapers.

Pupils' must not upload pictures of pupils or staff unless given permission.

3.2.8 The academy website

Pupils may access the academy website and are encouraged to contribute to its content; but they may not upload personally.

3.2.9 Virtual Learning Platform

Pupils may have individual access to a Virtual Learning Platform. They may access this at the academy and at home.

Pupils may have a personal home page on the VLE which they may modify. Pupils are responsible for the content of this homepage and it must be polite. Pupils must not include personal information on their homepage.

3.3 Sanctions

Pupils are aware that if they break rules concerning ICT use, they will be stopped from using school's ICT equipment.

Instances of cyber bullying are dealt with in accordance with the academy's Anti-bullying Policy.

Name of pupil

Signature of pupil.....

Signature of parentParent name (printed).....