



Pupil ICT Acceptable Use Policy

(Including use of email, the internet and off-site use of ICT)

Approved by:	Full Governing Board
Next Review Due:	September 2025

This policy should be read in conjunction with the school's Safeguarding Policy and Child Protection Procedures.

West Moors Middle School is a Rights Respecting School, and this policy addresses many of the Articles of the United Nations Convention on the Rights of the Child, specifically Articles 17 and 36:

- **Access to information from mass media:** Every child has the right to reliable information from the mass media. Television, radio, newspapers and other media should provide information that children can understand. Governments must help protect children from materials that could harm them.
- **Exploitation:** Governments must protect children from all forms of exploitation that might harm them.

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications 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. Young people should have an entitlement to safe use of ICT, including internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that all young people will be responsible users and stay safe while using computers, the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – 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 on-line. This means:

- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

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

- I understand that the school ICT systems are intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- 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 ICT systems for file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff 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 any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not post inappropriate, untrue or harmful/hurtful information about this school or members of the school community (staff, pupils, governors etc) on the internet, including social networking sites. This includes in my own time and using equipment not owned by the school.
- I will not take or distribute images of anyone without their permission.
- 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 attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

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

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement, even when I am out of school, if they involve my membership of the school community (examples would be cyber bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include a range of sanctions agreed by the school eg loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities or cyber bullying involvement of the police. This will still apply even after I have left the school.

- I will not use my personal hand held / external devices (mobile phones / USB devices etc) in school unless I have specific permission to do so. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand that the school will not hold responsibility for my own personal hand held / external devices even if I am using them for school work. Therefore I have the choice not to use my own personal hand held / external devices for school work.

Please complete the sections attached to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

Pupil Acceptable Use Agreement Form

This form relates to the pupil Acceptable Use Policy (AUP) to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) eg mobile phones, iPods etc
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school including via social networking sites



West Moors Middle School Student/Pupil Acceptable Use Agreement Form

Name of Student / Pupil	
Group / Class	

Pupil Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

To be returned to school