Bramhope Primary School Parent/Pupil Acceptable Use Policy KS2 2020-2021

Aim

Our priority is the safety of our children, staff and parents and other members of the school community when online and to help us protect the systems that we have. We therefore ask parents to:

- read and discuss this policy with your child/children and to explain the consequences to your child/children if they do not comply with the policy;
- re-iterate the importance of acting responsibly when online, for example through the access of unsuitable and inappropriate material.
- read and agree to the parent section relating to 'good netiquette' and security.

KS2 Pupils

Using computers and devices in school can help our learning but they have to be used with care. I understand that Bramhope Primary School is committed to safeguarding and promoting our welfare. This policy explains how I must use school systems responsibly, to keep myself and others safe, and to keep the school computer systems and devices safe.

For my own personal safety:
- I understand that the school will check my use of computers and devices in school.
- I will keep my username and password safe and secure – I will not share it or let anyone else use it.
- I will not share personal information about myself (for example, my name or address) or others when on-line.
- If I receive a message from someone I do not know, I shall not reply to the message and I will tell an adult immediately.

I will act as I expect others to act toward me:
- I will not copy, remove or change other people's work without their permission.
- I will be polite and responsible when I communicate with others. I will not do or send anything which might upset or frighten another pupil. This includes any messages I might send at home as well as at school.
- I will not take or distribute images of anyone without their permission.

To protect school computer systems and devices:
- I will not use school computers or other devices without permission.
- I will immediately report any damage with equipment.
- I will not download programs on school computers.
- I will carefully replace headphones after use.
- I will not open any links on messages if I am not sure that they are safe.

My devices:
- If my parents/guardian say I need to bring a mobile phone to school, I will complete a mobile phone registration form and will sign my phone into the office on arrival at the beginning of the school day. I shall then collect it at the end of school. I understand I will not be able to access it during the school day.
- I understand that any other electronic devices which have access to the internet or can take pictures/sound or videos or send and receive messages, cannot be brought into school.
- I will not use any portable device in school, e.g. USB stick, without permission.

When using the internet for research:
- I will not download copies of music and videos.
- I will always check that the information that I come across is accurate. I understand that some information online is not accurate and may try to mislead me.
- I will not try to access unsuitable material. If I see any unsuitable material, I will tell a member of staff immediately.

I understand that if I break this policy there will be consequences. This may include not being able to use the computers and the school may contact my parents/guardians. I understand that school may have to report some matters to the police.
I understand that if I take part in cyber-bullying, or if I distribute inappropriate pictures to other pupils, that this is serious and that there will be significant consequences.

Parents

Parents are asked to support the school's agenda in relation to online safety and the observance of this policy and also:
- To acknowledge that the school may pass on my child's personal data (such as name, age and school year) to third party on-line providers of educational activities (such as Mathletics). To consent to this to the extent necessary for my child to take part in such activities.
- to keep any user names and passwords for school systems secure and to respect any technical safeguards in place;
- to generally observe good 'netiquette', including being considerate when communicating with the school, for example, appreciating that any messages sent to school will only be responded to within school hours and within a reasonable time period, and being courteous when communicating with the school;
- to consider carefully the impact of any comment made on social media about the school/school community or any member of staff before posting; and
- to refrain from posting any personal information/photos about any child/parent/teacher (or other person connected to the school) on social media (including, but not only, the PTA website) without their consent.