

Kennington Primary School
Acceptable Use Policy
AUP

Pupil Agreement

- I will only use online tools such as laptops, tablets, iPads in school for school purposes.
 - I will only use the Internet and/or online tools when an adult is present.
 - I will only use my class e-mail address or my own school email address when emailing.
 - I will not deliberately look for, save or send anything that could be unpleasant or nasty.
 - I will not deliberately bring in inappropriate electronic materials from home.
 - I will not deliberately look for, or access inappropriate websites.
 - If I accidentally find anything inappropriate I will tell my teacher or TA immediately. I will only communicate online with people a teacher has approved.
 - I will make sure that all online contact with other children and adults is responsible, polite and sensible.
 - I will not give out my own, or others', details such as names, phone numbers or home addresses.
 - I will not tell other people my passwords.
 - I will not arrange to meet anyone that I have met online.
 - I will only access my own files.
 - I will not attempt to download or install anything on to the school network without permission.
 - I will be responsible for my behaviour when using online devices because I know that these rules are to keep me safe.
 - I know that my use of online devices can be checked and that my parent/carer contacted if a teacher is concerned about my Online Safety.
 - I understand that if I break the rules it may result in disciplinary steps being taken in line with the school's Behaviour Policy.
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Dear Parent/Carer,

The use of ICT including the Internet, e-mail, learning platforms and today's mobile technologies are an integral element of learning in our school. To make this as successful and as beneficial as possible for all learners, we expect all pupils to act safely and responsibly when using technology both within, and outside of, the school environment. This is particularly relevant when using Social Network Sites which are becoming increasingly popular amongst both the adult population and young people. However, many sites do have age-restriction policies where the minimum acceptable age is 13 years. Any child who sets up or uses such a site and is below the acceptable age is in clear breach of these age-restriction policies and therefore we actively discourage this in our school.

The enclosed ICT Acceptable Use Policy forms part of the wider School Online Safety Policy and alongside the school's Behaviour Policy outlines those principles we expect our pupils to uphold for the benefit of both themselves and the wider school community.

Your support in achieving these aims is essential and I would therefore ask that you please read and discuss the enclosed ICT Acceptable Use Policy with your child and return the completed document as soon as possible.

More detailed guidance for parents regarding on-line safety can be found on our school website at <http://www.kennington.lancs.sch.uk/E-Safety>.

Signing the School Acceptable Use Policy helps us to maintain responsible use of ICT and safeguards the pupils in school. If you have any concerns or would like to discuss any aspect of the use of ICT or the internet in school, please contact myself the school's online-safety champion or Mr Sudell, our Computing subject leader.

Yours sincerely,

Mr S Pritchard
Head Teacher
Kennington Primary School