

Appendix 1: EYFS and KS1 acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF THE MAC/SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

When I use the MAC/school's ICT systems (like computers) and get onto the internet in school I will:

- Ask a teacher or adult if I can do so before using them
- Only use websites that a teacher or adult has told me or allowed me to use
- Tell my teacher immediately if:
 - I click on a website by mistake
 - I receive messages from people I don't know
 - I find anything that may upset or harm me or my friends
- Use MAC/school computers for school work only
- Be kind to others and not upset or be rude to them
- Look after the MAC/school ICT equipment and tell a teacher straight away if something is broken or not working properly
- Only use the username and password I have been given
- Try my hardest to remember my username and password
- Never share my password with anyone, including my friends
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer
- Save my work on the school network
- Check with my teacher before I print anything
- Log off or shut down a computer when I have finished using it

I agree that the MAC/school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

Parent/carer agreement: I agree that my child can use the MAC/school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the MAC/school's ICT systems and internet, and will make sure my child understands these.

Signed (parent/carer):

Date:

Appendix 2: KS2, KS3 and KS4 acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF THE MAC/SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

I will read and follow the rules in the acceptable use agreement policy.

When I use the MAC/school's ICT systems (like computers) and get onto the internet in school I will:

- Always use the MAC/school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I've finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the MAC/school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into school:

- I will not use it during lessons, tutor group time, clubs or other activities organised by the MAC/school, without a teacher's permission
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

I agree that the MAC/school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

Parent/carer's agreement: I agree that my child can use the MAC/school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the MAC/school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):

Date:

Appendix 3: acceptable use agreement (staff, directors, governors, volunteers and visitors)

ACCEPTABLE USE OF THE MAC/SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, DIRECTORS, GOVERNORS, VOLUNTEERS AND VISITORS

Name of staff member/director/governor/volunteer/visitor:

When using the MAC/school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the MAC's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the MAC/ school's network
- Share my password with others or log in to the MAC/school's network using someone else's details
- Take photographs of pupils without checking with teachers first
- Share confidential information about the MAC/school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the MAC/school

I will only use the MAC/school's ICT systems and access the internet in MAC, or outside the MAC on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the MAC/school will monitor the websites I visit and my use of the MAC/school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the MAC/school's data protection policy.

I will let the designated safeguarding lead (DSL) and Emmaus Catholic MAC ICT Support Team know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the MAC/school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

Signed (staff member/director/governor/volunteer/visitor):

Date: