

## **IT / Computing / Device Acceptable Use Policy**

***Westminster Primary Academy provides safe, reliable and useful ICT resources (network, internet access and email) that will help pupils make the most of learning opportunities. Staff and pupils have a right to these resources. However, with this right, comes the following responsibilities:***

***By reading and signing this acceptable use policy, pupils agree;***

- To be responsible for any school device that they use and look after the device, returning it in the condition it was given out
- To use technology and the internet safely, respectfully and legally and only for the purposes set out by staff
- To not share any passwords or personal details on line and not make social or personal arrangements
- To not access anyone else's accounts or files
- To not take or distribute any images or recordings of anyone without their permission and without consent from a member of staff for learning purposes
- To communicate responsibly and respectfully with any other member of the Academy Trust they may be in online contact with
- To not download or instal any software, images, accessories or files on the school's IT devices
- To only access sites or search items as instructed by a member of staff
- Use the internet safely as they have been taught in class
- To talk to a grown-up if they have a problem or if they have accidentally accessed or seen something that should not have done
- To ensure that their work does not break The Copyright, Design and Patents law
- To not deface any device in any way with graffiti or stickers etc
- To demonstrate the schools values whilst online - to be ready, respectful and responsible

Westminster Primary Academy has the right to act against pupils if they are involved in incidents of inappropriate behaviour (that are covered in this agreement) when pupils are in the school and also when pupils are out of school and where they involve a pupil's membership of the school community (examples would be cyber-bullying, use of images or personal information using a school system).

The school may check pupils' Google Drive areas including Google Classroom, Google Chat and emails, as well as devices, search and usage history.

If pupils do not follow these guidelines, the consequences can include loss of access to the school network / internet, detentions, suspensions, contact with parents and, in the event of illegal activities, involvement of the police.

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### **Pupil Acceptable Use of ICT Policy Agreement Form**

This form relates to the Pupil Acceptable Use of ICT policy. Please complete the sections below to show that you have read, understood and agree to the rules included in the Pupil Acceptable Use of ICT policy. 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

I have read and understand the above and agree to follow these guidelines when I use my own equipment in a way that is related to me being a member of this school e.g. communicating with other members of the school using a school device, accessing school email etc.

Signed (child) .....

Printed Name.....

Class .....

Date.....