



## Perrott Hill School

# Pupils' Acceptable Use Policy

## Years 1 & 2

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

### Think Before You Click:

#### ✓ **S**AFE:

I will not give out my, or anyone else's, personal information, for example name, address or the name of the school I go to.

I will not 'talk' to people I do not know when using the internet.

I will keep my password secret.

I will only use the computer, the internet or e-mail with an adult present.

I will only click on icons or use websites when I know they are safe.

#### ✓ **M**EETING:

I will not meet someone that I have met online.

✓ **A**CCCEPTING:

I will not open e-mails, Instant Messaging messages or open files, pictures or texts from people I don't know.

I shall only send friendly and polite messages.

I will not access other people's work or files.

✓ **R**ELIABLE:

I understand that information you find on the internet may not be true or someone may be lying about who they are.

✓ **T**ELL:

I will tell a trusted adult if someone, or something, makes me feel uncomfortable or worried.

I will tell a trusted adult if I, or someone I know, am getting cyber bullied (bullied through the use of technology, for example text messages or e-mails).

I have read and understood the above and agree to follow the guidelines outlined in the Acceptable Use Policy when:

- I use the school IT network.
- I use my own equipment, for example mobiles or cameras, in School or on School trips (when allowed) or at home.
- I use my own equipment out of school in a way that is related to me being a member of the School, for example communicating with other members of the School, accessing School e-mail, website.
- I understand that the School has the right to take action against me if I am involved in incidents of inappropriate behaviour, for example cyber-bullying, even when I am out of school, and can contact my parents and request access to my personal devices or on-line space, for example my e-mail account.

Name of pupil (please print): .....

Class: .....

Pupil Signature: .....

Date: .....

## Parental Section

I have read, understood and explained the Acceptable Use Policy to my child. I understand that they have received, or will receive, e-safety education to help them understand the importance of safe use of IT – both in and out of school.

I understand that the School will take every reasonable precaution, through the use of monitoring and filtering systems, to ensure that all pupils will be safe when they use the internet and IT network. I also understand that the School cannot be held ultimately responsible for the nature and content of materials accessed on the internet.

I understand that my child's activity on the IT network will be monitored and that the School will contact me if they have concerns about any possible breaches of the above Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the School if I have concerns over my child's e-safety.

Name of parent (please print): .....

Signature of parent: .....

Date: .....