

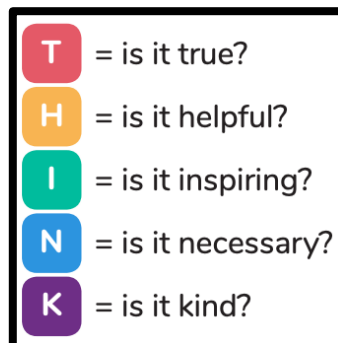


Pupil Acceptable Use Agreement Pupils Y3-Y6

Ysgol Bro Carmel



- ★ I will only access computing equipment when a trusted adult has given me permission and is present.
- ★ I will not deliberately look for, save or send anything that could make others upset.
- ★ I will immediately inform an adult if I see something that worries me, or I know is inappropriate.
- ★ I will keep my username and password secure; this includes not sharing it with others.
- ★ I understand what personal information is and will never share my own or others' personal information such as phone numbers, home addresses and names.
- ★ I will always use my own username and password to access the school network and subscription services.
- ★ In order to help keep me and others safe, I know that the school checks my files and the online sites I visit. They will contact my parents/carers if an adult at school is concerned about me.
- ★ I will respect computing equipment and will immediately notify an adult if I notice something isn't working correctly or is damaged.
- ★ I will use all communication tools such as email and blogs carefully.
- ★ I will notify an adult immediately if I notice that someone who isn't approved by the teacher is messaging.
- ★ Before I share, post or reply to anything online, I will T.H.I.N.K.



- ★ I understand that if I behave negatively whilst using technology towards other members of the school, my parents/carers will be informed and appropriate actions taken.

Please sign below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access may not be granted to school systems and devices.

Signed (child): _____

Signed (parent): _____



Pupil Acceptable Use Agreement for Y1-Y2



Ysgol Bro Carmel

This is how we stay safe when we use computers:

- ★ I always ask a teacher or suitable adult if I want to use the computers, tablets or cameras.
- ★ I only open activities that an adult has told or allowed me to use.
- ★ I know that I must tell an adult if I see something on a screen that upsets me, or I am unsure of.
- ★ I keep my passwords safe and will never use someone else's.
- ★ I know personal information such as my address and birthday should never be shared online.
- ★ I know I must never communicate with strangers online.
- ★ I am always polite when I post to our blogs, use our email and other communication too.

My Name (child): _____

Signed (parent): _____

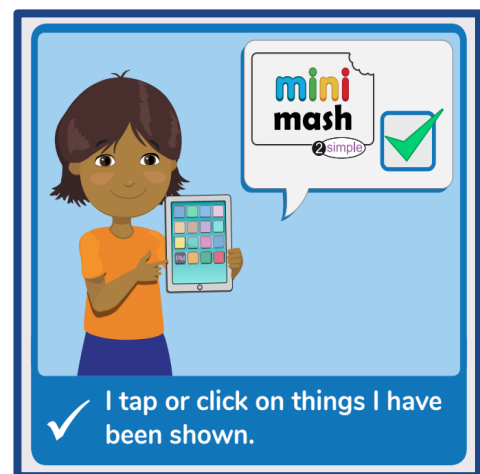
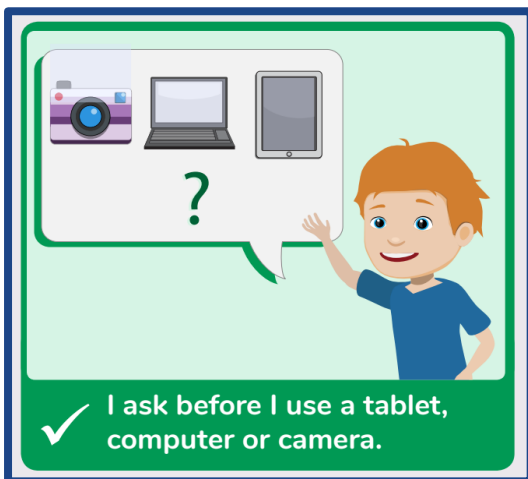
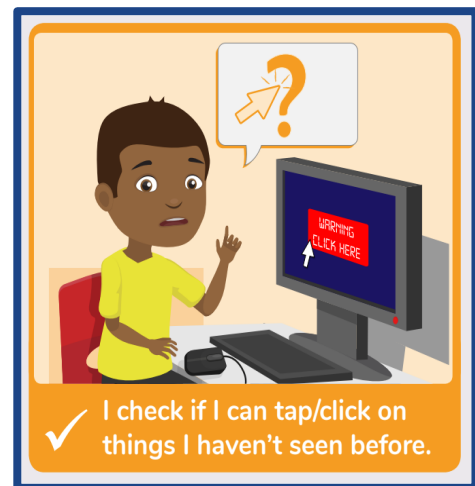


Pupil Acceptable Use Agreement for Reception

Ysgol Bro Carmel



This is how we stay safe when we use computers:



My Name (child):

Signed (parent):

Staff and Volunteer Acceptable Use Agreement

Ysgol Bro Carmel

School Policy

New and constantly changing technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- ✓ that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- ✓ that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- ✓ that staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed E-Safety in my work with young people.

For my professional and personal safety:

- ✓ I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- ✓ I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, VLE etc) out of school, and to the transfer of personal data (digital or paper based) out of school
- ✓ I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- ✓ I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- ✓ I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- ✓ I will be professional in my communications and actions when using school ICT systems:
- ✓ I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- ✓ I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- ✓ I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- ✓ I will only use chat and social networking sites in school in accordance with the school's policies.
- ✓ I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- ✓ I will not engage in any online activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- ✓ When I use my mobile devices (PDAs / laptops / mobile phones / USB devices etc.) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- ✓ I will not use personal email addresses on the school ICT systems.
- ✓ I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- ✓ I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- ✓ I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- ✓ I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- ✓ I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- ✓ I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- ✓ I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School/ LA Personal Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- ✓ I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- ✓ I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- ✓ I will ensure that I have permission to use the original work of others in my own work
- ✓ Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school:

- ✓ I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.
- ✓ I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Full Name: Signed:.....Date: