

Portway e-safety and Acceptable Use (of technology) Agreement



**Leading
Learning Trust**



Selwyn PARTNERSHIP FOR SUCCESS
PRIMARY SCHOOL 

New technologies are integral to the lives of children and young people in society, both at school and in their lives beyond the school gates. We believe that young people should have safe internet access at all times.

To this end, at school, we will endeavour to ensure that children have outstanding access to ICT to enhance their learning. In return, we expect children to agree to use such systems in a responsible manner.

Parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed. In addition, parents/children are required to read the ICT – Acceptable Use Agreement and sign to confirm this. This forms part of our admissions process.

E-safety rules

These e-Safety Rules help to protect pupils and the school by describing acceptable and unacceptable computer use. Note that in some cases, the rules below will only be applicable to KS2 pupils.

- The school owns the computer network and can set rules for its use
- It is a criminal offence to use a computer or network for a purpose not permitted by the school
- Irresponsible use may result in the loss of network or Internet access
- Network access must be made via the user's authorised account and password, which must not be given to any other person
- All network and Internet use must be appropriate to education
- Copyright and intellectual property rights must be respected
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers
- Anonymous messages and chain letters are not permitted
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging
- The school ICT systems may not be used for private purposes, unless the head teacher has given specific permission
- Use for personal financial gain, gambling, political activity,



advertising or illegal purposes is not permitted

- Under no circumstances must the school's ICT systems be used to intimidate, harass or bully any member of our school community.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

ICT Acceptable Use Policy

These rules will keep me safe and help me to be fair to others.

- I will only use the school's computers for schoolwork and homework.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will keep my logins and passwords secret.
- I will not bring files into school without permission or upload inappropriate material to my workspace.
- I am aware that some websites and social networks have age restrictions and I should respect this.
- I will not attempt to visit Internet sites that I know to be banned by the school.
- I will only e-mail people I know, or a responsible adult has approved.
- The messages I send, or information I upload, will always be polite and sensible. I understand that I am responsible for my actions, both in and out of school.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission. I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult.
- I use my own equipment out of school in a way that is related to me being a member of this school – e.g. communicating with other pupils, accessing school email etc.
- I understand that the school will monitor my use of ICT.

