

ACCEPTABLE USE POLICY MTJBS

The school provides access to a range of information sources including the Internet. The Internet enables pupils to explore thousands of sources of information and to exchange messages with other Internet users across the world. The aim of this is to further educational goals and objectives and we believe that the Internet can make a significant contribution to your child's education and is an integral part of the curriculum.

Class teachers will outline good practice and draw pupils attention to the safe use of the internet policy. However, the Internet can also provide access to less desirable information. Therefore, we:

1. Supervise pupils' access to the Internet and electronic mail services
2. Treat any deliberate misuse of the Internet and electronic mail services as a serious breach of schools rules and report it to parents
3. We use an educational Internet Service provider who filters out sources of undesirable material as soon as they are reported so they can no longer be accessed using Smoothwall Filters. (However, occasional access to previously unknown sources is still possible.)

We believe that these measures let children gain the benefits of using the Internet for educational purposes while minimizing the risk of them accessing inappropriate material.

Please complete and return this form to MTJBS

- ✓ I will only use ICT in school for school purposes.
- ✓ I will only use my class email address or my own school email address when emailing in school.
- ✓ I will only open email attachments from people I know, or who my teacher has approved.
- ✓ I will keep my ICT passwords safe and will not tell them to others.
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ If I use my mobile phone to send any malicious or nasty texts (either in or out of school) to another child or member of staff, I understand my parent(s)/carer(s) will be informed and, depending upon severity, other agencies.
- ✓ I will not use a mobile phone to take photos, videos or recordings in school.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this which makes me feel uncomfortable, I will tell my teacher immediately.

- ✓ I will not give out my own details such as my name, phone number or home address.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe and I will speak to an adult immediately if I have any concerns.
- ✓ I know that my use of ICT can be monitored and that my parent(s)/carer(s) will be contacted if a member of school staff is concerned about my safety.

Parent/Guardian Name _____ Pupil Name/Class _____

Signature _____ Pupil Signature _____

Date _____ Date: _____