

24 April 2015

Dear Parents

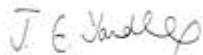
ICT ACCEPTABLE USE POLICY

As part of the National Curriculum, pupils use computers in school to access the internet and to send emails. As part of our commitment to their safety, we ensure that access to the internet during lessons has a valuable educational purpose and is supervised. Internet access is provided through a filtered system which prevents access to the majority of undesirable material. However, there is always a small chance that undesirable material can pass through the filters but we teach the children what to do should this occur. We educate pupils to act responsibly on the internet and to understand the risks involved. When pupils use email or other forms of electronic communication, this will always be in a carefully controlled way so that we know who pupils are in contact with.

Many children now have access to the internet outside school, some via their mobile phones. You should be aware that this offers pupils much more freedom to use the internet and consequently more access to material and activities which might be considered unsuitable. Pupils may also use this freedom to make contact with people they do not actually know, although they may consider them their friends because they make contact with them on a regular basis. Some facilities such as text messaging, cameras on mobile phones or social network sites such as Facebook can be used by children to send upsetting messages or publish things which parents and teachers would deem inappropriate. Instagram is a popular photo and video sharing website and app. However, it is far more than that: it is in fact a social network where users need a profile and can like and comment on other people's photos and videos. Although, the age limit for Instagram is 13, many younger children are now using Instagram both for the photo sharing but more importantly for staying in touch with their friends. Please emphasise to your child that anything posted on social media can be shared with third parties and may be effectively permanent.

I enclose two copies of the Acceptable Use Policy which we operate at our school and which your child is expected to follow. Please discuss the policy at home, sign one copy and return it to school by Friday 1st May.

Yours sincerely



Miss J E Yardley
Head of Junior School



PUPIL ACCEPTABLE USE POLICY MTPS

- ✓ 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 usernames and passwords secure, but I understand I can share them with appropriate people. (the girls are taught this in lessons from year 3)
- ✓ 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 any personal information that can be used to identify me.
- ✓ 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 will take care when using computers and transporting technological equipment around.
- ✓ 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.
- ✓ I understand that if I do not follow these rules I may not be allowed to use the school computers or access the internet for a period of time.

Parent/Guardian Name _____

Pupil Name/Class _____

Signature _____

Pupil Signature _____

Date _____

Date: _____



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