



Merchant Taylors' School

September. 2020

Dear Parents

ICT ACCEPTABLE USE POLICY

As part of our curriculum, pupils use computers and internet enabled devices in school to access the internet. 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 as part of our regular E-Safety sessions.

Many children now have access to the internet outside school. 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 Instagram 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 legal age limit for Instagram is 13, many younger children are now using Instagram due to its popularity. As part of our acceptable use policy we do not allow pupils to be a member of social networking site such as Facebook, Twitter, Instagram, YouTube, TikTok, Twitch and Snapchat. For a detailed breakdown of the different social media sites, games and apps visit <https://www.net-aware.org.uk>

Please complete by Friday 25th September, the online consent section of the attached Pupil ICT Acceptable Use Policy which we operate at our school and which your child is expected to follow. Please discuss the Policy at home. This section must be completed by all pupils and parents. Please ensure you keep a copy of this Policy for your records.

Yours sincerely

E Lynan
Headmistress



PUPIL ACCEPTABLE USE POLICY Stanfield Merchant Taylors'

- ✓ I will only use ICT in school for school purposes.
- ✓ I will only use my school email address when emailing in school to a member of school staff.
- ✓ 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 others. I know I can change my password whenever I need to.
- ✓ I will only open/edit/delete my own files.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ If I bring my mobile phone or electronic device into school any malicious content sent/texted to me will be reported immediately to a member of staff.
- ✓ 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, the police.
- ✓ 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 I will tell my teacher immediately.
- ✓ I will not give out any personal details such as my name, phone number or home address or any other information which might identify me.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ✓ I know that my use of ICT can be monitored and that my parent(s)/carer(s) contacted if a member of school staff is concerned about my E-safety.
- ✓ I understand that many social networking sites have a legal minimum sign up age of 13 and I understand that the School opposes all use of these Websites whilst under that age. Any pupil under the age of 13 will have access denied to all social media sites when using school equipment.
- ✓ If working remotely from school I will follow the 'Remote Learning Expectations for Pupils' document to ensure I learn to the best of my ability.

Parent/Guardian Name _____

Pupil Name/Class _____

Signature _____

Pupil Signature _____

Date _____

Date: _____