



Acceptable User Policy – Primary pupils and Parents

School: Westfield Primary School

Our school promotes the use of technology in school as all pupils will need the skills and knowledge in whatever field of work they enter when they become an adult. We ensure that our school IT network is robust and resilient and we do our utmost to ensure the safety of children when using it. It is important that pupils abide by the school rules when using technology in school and inform a member of staff immediately, if they become aware of any misuse.

This is the Acceptable User Policy (AUP) for our school. It highlights the do's/don'ts of using all technology in school and shows how we want pupils to behave when using IT. Any misuse by pupils may result in them being temporarily banned from using the school network.

Using Technology in School – Pupils:

- will only use the school Internet and network for their school work or when a teacher has given permission.
- will not try and bypass the schools VLE or Internet settings.
- will only use their school email address when using email in school. They will always log off their email account when finished
- will not look at, change or delete other people's work or files.
- will be careful with keyboards, mice, headphones and all other equipment, and when turning a computer on or off.
- will be sensible when using mobile technologies and follow the rules about moving about the school when using them.
- will follow the rules about bringing their own personal device into school e.g. smartphone and/or smartwatch.

Security, Passwords & Copyright – Pupils:

- will not share their Internet or network passwords.
- will be careful when opening emails from people they don't know and they will ask an adult if they are unsure whether to open it.
- won't upload or download any pictures, writing or movies which might upset people or make other people think the school is a bad place.
- will use non-copyrighted images and music from the Internet when creating documents, presentations or other media.
- won't try to install software onto the school network because it might have a virus on and cause a lot of damage. Instead they will ask a teacher for advice.

Online Behaviour & Safety – Pupils:

- won't give out their personal details, such as their name, address, school or phone number on the Internet
- won't meet people they have met on the Internet unless they have told their parents and they come with them.
- will make sure all their contact with other people at school is responsible. They will not cyber bully pupils, teachers or other members of staff.
- won't look for or look at unpleasant or inappropriate web sites or software apps. They will check with a teacher if they think it might be unsuitable.
- know that everything they do on the computers at school is recorded and that the school can talk to their parents if a teacher is worried about their online safety.
- will try to follow these rules all the time because they know they are designed to keep them safe.

We expect that Parents will:

- support and uphold the principles of this policy in relation to their child and their use of technology and the Internet, at home and at school.
- uphold the principles of this policy in relation to their own use of the Internet, when that use is related to the school, employees of the school and other students at the school.
- not discuss the business of the school or that of children attending the school in any public forum including social media sites.
- know that images of pupils will only be taken, stored and used for school purposes in line with school policy. Images will only be used on the Internet, in the press, or in media, with permission.