



# Abbots Farm Junior School

## Acceptable Use Policy for Pupils and Parents



Written: January 2020

Reviewed: January 2021

Next review due: January 2022



# Abbots Farm Junior School

## Acceptable Use Policy for Pupils

Name of pupil:

### When I use the school's laptops and iPads and/or access the internet in school:

- I will always ask permission from an adult before using the internet
- I will only use apps, websites and search engines that my teacher has chosen
- I will not go on social networking sites (unless my teacher said I could as part of a lesson)
- I will not open any attachments or click any links without checking with a teacher first
- I will only send messages which are polite and friendly
- I will keep my passwords safe and not share them with others or log in using someone else's name or password
- I will tell a member of staff immediately if I find anything on a school computer or online that upsets me or that I know is unkind, wrong or inappropriate. I will also close the lid/turn off the screen immediately so that no-one else can see it

### I understand that whenever I am using the internet:

- I should only post pictures or videos on the internet if they are appropriate, and if I have permission
  - I should only talk with and open messages from people I know, and only click on links if I know they are safe
  - I must consider that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult
  - I must consider that not everything or everyone online is honest or truthful
  - I must keep my personal information safe and private online
  - If I am aware of anyone being unsafe with technology, I must report it to a teacher
- ✓ I have read and talked about these rules with my parents/carers
  - ✓ I will always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened
  - ✓ I understand that I must not bring my own personal devices/mobile phone into school (I will leave them locked safely in the school office if needed for my journey to and from school)
  - ✓ I understand that the school will check the websites I visit and how I use the school's computers and equipment. This is so that they can help keep me safe and make sure I'm following the rules
  - ✓ I understand that if I do certain unacceptable things online, even if I'm not in school when I do them, school staff will discuss this with me, the behaviour ladder will be followed where appropriate and my parents may be informed
  - ✓ I understand that the school's Acceptable Use Policy also applies when I am doing Remote Learning from home

Signed (pupil):

Date:



# Abbots Farm Junior School

## Acceptable Use Policy for Parents and Carers

**Name of pupil:**

**Name of parents/carers:**

1. I know that my child will be provided with internet access and will use a range of IT systems in order to access the curriculum and be prepared for modern life whilst at Abbots Farm Junior School.
2. I am aware that pupils use of mobile technology and devices, such as mobile phones, is not permitted at Abbots Farm Junior School and that, should a child need their mobile phone for their journey to/from school, then it must be locked in the school office during the school day.
3. I am aware that any internet and technology use using Abbots Farm Junior School equipment may be monitored for safety and security reasons, to safeguard both my child and the Abbots Farm Junior School systems. This monitoring will take place in accordance with data protection (including GDPR) and human rights legislation.
4. I understand that Abbots Farm Junior School will take every reasonable precaution, including monitoring and filtering systems, to ensure that pupils are safe when they use the school's internet and systems. I understand that Abbots Farm Junior School cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
5. I am aware that my child will receive online safety education to help them understand the importance of safe use of technology and the internet, both in and out of school.
6. I have read and discussed the Abbots Farm Junior School Pupil Acceptable Use Policy (AUP) with my child and know that staff in school will read and discuss this with my child too. I understand that the aim of the AUP is to help keep my child safe online and applies to the use of the internet and other related devices and services, inside and outside of Abbots Farm Junior School.
7. I will support Abbots Farm Junior School's online safety approaches and safeguarding policies and will ensure that I appropriately monitor my child's use of the internet outside of school and discuss online safety with them when they access technology at home.
8. I know I can seek support from the school about online safety, such as via the school website ([www.abbotsfarm.co.uk](http://www.abbotsfarm.co.uk)), to help keep my child safe online at home.
9. I will support the school's approach to online safety. I will role model safe and positive online behaviour for my child by sharing images, text and video online responsibly.
10. I, together with my child, will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the AFJS community.
11. I understand that a partnership approach to online safety is required. If the school has any concerns about either my or my child's behaviour or safety online, then I will be contacted.
12. I understand that if I or my child do not abide by the Abbots Farm Junior School AUP, appropriate action will be taken. This could include sanctions being applied in line with the school's policies and if a criminal offence has been committed, the police being contacted.
13. I know that I can speak to the Online Safety Designated Safeguarding Lead (Mrs Webb), my child's teacher or the Headteacher (Mr Andrews) if I have any concerns over my child's or other members of the Abbots Farm Junior School communities' safety online.
14. I understand that the Acceptable Use Policy also applies to Remote Learning undertaken from home

**Signed (parents/carers):**

**Date:**