

Acceptable Use Policy

Pupil/ Adult ICT Acceptable Use Policy – iPad/ laptop/ Laptop Use at Home

Safety and Responsibilities Policy

- This policy relates to the use of school iPad/ laptops/ laptops for use at home.
- All pupils and adults must follow the rules detailed below when using iPad/ laptops/ laptops at home and any web-based services which the school uses. This list cannot cover every eventuality and it will be regularly updated. Children and adults are always expected to behave in a way that adheres to the school ethos.
- If pupils/ adults do not follow the rules they may find that they are no longer allowed to use the iPad/ laptop at home.

Computer Rules

1. Equipment, logging in and using the school network.

- I will treat the iPad/ laptop carefully and with respect; cables will be unplugged with care and the iPad/ laptop will be handled carefully.
- I will only use my own log in details when using the online learning platform and any web services on this iPad/ laptop and I will make sure that I log out when I have finished. If I think someone knows my log in details I will let a member of parent/ carer and/ or a member of staff know.
- I will never use log in details belonging to another child.
- I will not share my log in details (username and password) for any web services with anyone else.
- I understand that the staff at school can view my work at any time.
- I will keep my personal details private when using the internet (I will not share my name or details about myself).
- I will save my work in the way I am instructed to by my teachers.
- I will never try to use the school network in a way which could cause problems for other users.

2. Network security

- I will never try to download and install apps onto the school iPad/ laptop. If I require an app e.g. Microsoft Teams is missing I will contact the school using home-learning@newtonleysprimary.org
- I will not open emails from unknown senders or suspicious links in emails.
- I will not attempt to visit websites which are not appropriate to children of primary school age.
- I will not click on advertising or any other links on websites unless approved by my teacher.

3. E-Safety and personal responsibility

- I will not try to access social media sites or chat rooms (unless they are part of a school approved online learning platform).
- I understand that emails sent using a school system may be viewed and monitored by school staff.
- I will not attempt to contact school staff through digital media (such as social networks, email and text messaging), unless it is on one of the school's own networks set up for this purpose.

- I will not try to upload photos of myself or others to the internet.
- I will not share personal information about myself or others on the internet.
- I will think carefully about what I post on the internet, as I may unintentionally hurt the feelings of other people or cause distress.
- I understand that a lot of the content on the internet is subject to copyright and I am not allowed to publish copyrighted materials without permission.
- I understand that I am below the age normally recommended for the use of social media apps (such as, but not limited to Facebook, Instagram, WhatsApp, Viber, Facetime, Skype, Snapchat...) and that I should not be using a school iPad/ laptop for these purposes.
- I understand that if I post things about others on social media outside school there may be repercussions in some circumstances (such as the school, or in some cases, other outside agencies becoming involved).
- I understand that if others have been posting information about me online without my consent or information which makes me uncomfortable I should report it to my parents/carers and an adult at the school (where the people at the school are involved).
- I understand that if I have worries or concerns about what I have seen on the internet or activities in which other pupils are engaged, I can always report this to a parent/ carer and/ or a member of the school staff and they will do their best to support and help me.
- I will not use inappropriate language (such as swear words or words which are likely to cause offence to others, based on their appearance, lifestyle, religion or ethnic background).
- I will not try to visit websites or access information which contains illegal or inappropriate material (such as websites which may encourage hatred or extreme views against other people based on their looks, religion, lifestyle or origins). I understand that if I do attempt to access these materials the police and / or other local authorities may be contacted to investigate me.
- I understand that I have a personal responsibility to behave responsibly and respectfully on the school network and the internet.