



Osborne
Co-operative Academy Trust

Self-help
Self-responsibility
Equity
Equality
Democracy
Solidarity

**Policy/Procedure: Acceptable Use of ICT Policy: Key
Stage 2 Primary Pupils**

First approved by Trust Board: March 2015

Review Frequency: Every Two Years

Date of last review: July 2017

Date of next review: July 2019

Osborne Co-operative Academy Trust

Acceptable Use of ICT Policy: Key Stage 2 Primary Pupils

Osborne Co-operative Academy Trust (formerly St Clere's Co-operative Academy Trust) is a multi-academy trust (MAT) incorporated around the principles and values of the international co-operative movement. These are Equality, Equity, Democracy, Self-help, Self-Responsibility and Solidarity, along with the ethical values of openness, honesty, social responsibility and caring for others. These values and principles underpin all our actions.

This acceptable user policy refers to the Trust e-Safety Policy, please refer to this for further details.

Responsible Use of the Internet

Rules for Key Stage 2 Pupils

The computer system is owned by Osborne Co-operative Academy Trust, and may be used by pupils to further their education and prepare them for today's world. The rules will keep everyone safe and help us to be fair to others.

Pupils requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it to the Headteacher for approval. Irresponsible use may result in the loss of Internet access and further penalties.

1. I will only use school computers and technology for schoolwork and homework and will use the Internet where it is appropriate and as directed;
2. I will access school computers and technology only through an authorised account and password, which must not be given to any other person;
3. I will not bring files into the school (on removable media or online) without permission or upload inappropriate material to my workspace;
4. I will only edit or delete my own files and not view, or change, other people's files without their permission;
5. I will only e-mail people I know, or those approved by my teachers and I will write E-mails carefully and politely, in the knowledge that these are monitored by the school;
6. I will keep my logins, IDs and passwords secret;
7. I will not open attachments, or download a file, unless I have permission;
8. I will not give my home address, phone number, send photographs or video, or give any other personal information that could be used to identify me, my family or my friends;
9. I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room;
10. If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but bring it to the attention of a teacher / trusted adult;
11. I will respect Copyright and intellectual property rights;
12. I will not use the school ICT systems for private purposes;
13. I am aware that some websites and social networks have age restrictions and I will respect this;
14. I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.

15. I will not damage, disable or otherwise harm the operation of the computers or other ICT devices.

The Trust may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of e-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Monitoring, Evaluation and Review

The Trust board will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Pupil:	Class:
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I have read and understand Osborne Co-operative Academy Trust's Rules for Responsible Internet Use.

I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed:	Date:
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