Monks Risborough
Church of England Primary School
'A school family where everyone thrives in every way.'

ICT Acceptable Use Policy (AUP)

Safety & Responsibilities

Child/Parent

2025-26

This policy was reviewed by our Data Protection Officer (TurnitOn) August 2023

This policy was reviewed by the school: Autumn 2025

The policy is to be reviewed: Autumn 2026

Signed ……. Chair of Governors

ICT Acceptable Use Policy:

Safety and Responsibilities Policy – Pupil

- This policy relates to the use of any type of computer (including, but not limited to: desktop PCs, laptops, tablet devices, smart phones and other smart devices [such as smart watches or other wearables])
- All pupils must follow the rules detailed below when using computers in the school and any web-based services which the school uses. This list cannot cover every eventuality and it will be regularly updated. Children are expected to behave at all times in a way that adheres to the school ethos
- If pupils do not follow the rules they may find that they are no longer allowed to use the computers or that they have restricted access to the computers and school web services. Furthermore, pupils who misuse the computers may have their past network usage investigated and in some circumstances, information may be passed on to the appropriate authorities

Computer Rules

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

- I will treat computer equipment carefully and with respect; cables will not be unplugged without permission from a member of staff, computers will be shut down properly and mobile devices will be handled carefully by one child at a time
- I will only use my own log in details when using a computer 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 staff know
- I will never use log in details belonging to another child and if a computer I am about to use is already logged in, I will log out the user before I begin to work. I will log off any unattended computers at the end of a lesson
- I will not share my own computer log in details (username and password) with anyone else.
- I will not share my log in details for any web services with anyone else
- I understand that the staff at the school are able to view my work at any time (during a lesson or saved work on the network)
- 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 folders I am instructed to by my teachers
- I will never attempt to open the work of other children, nor will I change or delete the work of another child
- 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 software onto the school computers
- I will never bring removable media such as USB memory sticks into school and connect them to a school computer without the permission of a teacher (who will check it for viruses and malware before it is used)
- 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 and monitored virtual learning environment – such as Purple Mash or Frog)
- 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 not upload personal information or that of another, or the school into unauthorised AI software
- I will think carefully about what I post on the internet, as I may unintentionally hurt the feelings or 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 if I am using these services my parents should be aware of this fact (KS1-KS3)
- 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 member of the school staff and the school will do its 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

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Safety and Responsibilities Policy – Pupil

Pupil User Agreement Form

- I agree to follow the rules and the spirit of the rules when using school computers, tablet devices, the school network, school websites and services
- I agree to report any misuse of school computers, tablet devices or the school network to school staff
- I agree to report any inappropriate websites accessed on the school network to school staff
- I understand that if I break the rules I may have my access to computers restricted and I may be investigated by the school and outside agencies

Pupil printed name (capital letters):
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Pupil Signature:
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Date:
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Parent / Guardian printed name (capital letters):
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Parent / Guardian Signature:
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Date:
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