



Acceptable use of ICT Policy

As part of the maintenance involved to ensure your KS1 pupil Acceptable Use Policy is updated, revisions will be made to the document. It is important that the document owner ensures the document contains the following information and that all revisions are stored centrally for audit purposes.

Title	Hazelbeck Pupil Acceptable Use Policy
Version	5.0
Date	15/01/2013
Author	Samantha Denison
Next review date	April 2017

Modification history			
Version	Date	Description	Revision author
0.1	12/04/2013	Initial draft	Samantha Denison
1.0	29/04/2013	Final	Samantha Denison
2.0	03/09/2013	Revised signature panel	Fiona Whitworth
3.0	09/09/2014	Revised logo	Fiona Whitworth
4.0	14/07/2015	Reviewed	Sue Pierce
5.0	28/04/2016	Reviewed	Sue Pierce

Policy introduction section

This document has been developed to help you understand the rules of using computers in school. You should always follow the rules set out in this policy because these rules will help keep you and your classmates safe.

I will follow these rules to keep me safe

- I will not damage any school-owned ICT equipment.
- I will not eat or drink while using school-owned ICT equipment.
- I will make sure I take care of any school-owned ICT equipment that I use in school.
- I will return any school-owned ICT equipment to appropriate person when I have finished using it.
- I will only use the internet when my teacher says I can.
- I will listen carefully to all the teachers and follow their instructions.
- I will only use the school's computers for my school work or when attending a computer club.
- I will only log on as myself.
- I will turn off the monitor if I see something that I feel uncomfortable with or upsets me; then I will tell my teacher straight away.
- I will only use my school email address to contact people I know or those agreed by my teacher.
- I will take care in opening any attachments sent by email. I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- When sending emails, I will make sure that they are polite and sensible.
- I know that some websites and social networks have age restrictions and I should not use them unless I am old enough.
- I will not say nasty or hurtful things about any member of staff or pupil online.
- I will not try and get to any websites that the school has blocked access to.
- I know that my use of ICT can be checked and that my parent/ carer will be contacted if a member of school staff is concerned about my safety.
- I will never arrange to meet anyone I have only met online.

Agreement

I agree to follow the rules set out in this Acceptable Use Policy (AUP). I know that if I break any of these rules my parent/ carer may be told.

Pupil name	<input type="text"/>
Signed	<input type="text"/>
Name of Parent if signing on behalf of student	<input type="text"/>
Date	<input type="text"/>

PLEASE COMPLETE AND SIGN BOTH SECTIONS

PLEASE TEAR OFF THE SECTION BELOW AND RETURN IT TO SCHOOL ASAP

Agreement

I agree to follow the rules set out in this Acceptable Use Policy (AUP). I know that if I break any of these rules my parent/carers may be told.

Pupil name	<input type="text"/>
Signed	<input type="text"/>
Name of Parent if signing on behalf of student	<input type="text"/>
Date	<input type="text"/>