

## **Pupil Acceptable Use of Technology Policy (including Remote Learning)**

### **Key Stage 2 – The Skylark Federation**

#### **The Policy**

I understand that I must use school devices and systems in a responsible way and that this agreement will help keep me safe when I am online at home and at school.

This Acceptable Use Policy is intended to ensure:

- that pupils at the school/ will be responsible users and stay safe while using the internet and other digital technologies for educational, personal, and recreational use.

#### **For my own personal safety:**

- I know that I will be able to use the internet in school for many different activities and, to keep myself and others safe, I must use it responsibly.
- I will not share my password with anyone, and I will log off when I have finished using the computer or device.
- I will protect myself by not telling anyone I meet online any of my personal information. This includes my address, my telephone number, and my school's name.
- I will not send a picture of myself without permission from a teacher or other adult.
- I will not arrange to meet anyone I have met online alone in person without talking to a trusted adult.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

#### **I understand that everyone has equal rights to use technology as a resource and:**

- I know that posting anonymous messages or pretending to be someone else is not allowed.
- I know that information on the internet may not be reliable and it sometimes needs checking so I will not download any material from the internet unless I have permission.
- I know that memory sticks/CDs from outside of the school may carry viruses so I will always give them to my teacher so they can be checked before opening them.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school.
- I know that the school internet filter is there to protect me.
- I know that all school devices/computers and systems are monitored, including when I am using them at home.

#### **I will act responsibly towards others, as I expect others to act towards me and:**

- I will be polite and sensible when I message people online
- I will not be rude or hurt someone's feelings online.

- I will not look for bad language, inappropriate images or violent or unsuitable games and, if I accidentally come across any of these, I will report it to a teacher or adult in school or a parent/carer at home.
- If I get unkind, rude, or bullying emails or messages, I will report them to a teacher/adult. I will not delete them; I will show them to the adult.
- I understand that if I am an administrator of a social media thread that may have inappropriate or hurtful images or messages on it that I may be asked to remove that thread to prevent further incidents.
- I understand that in the event of illegal activity the school may consider contacting the police.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this policy, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this policy, I will be subject to disciplinary action and my parents/carers will be contacted. In the event of illegal activity, the police will be contacted.

**When working from home (remote learning, using Google Classroom, for example):**

These expectations are in place to help keep me safe when I am learning at home:

- When taking part in a live lesson I understand that I must take part from somewhere appropriate at home (not in my bedroom) with limited distractions and I must wear appropriate clothing.
- I understand that my teachers may mute my microphone and I should wait for them to unmute it rather than unmuting it myself.
- I understand that I should only communicate with my teacher through pre-arranged live lessons or using school email.
- I will not record teacher audio or video presentations, nor will I take screenshots or photos of teachers or other pupils.
- I will not share or distribute any of the teacher presentations and online teaching resources.
- I will not change or edit any of the teaching resources made available except for my own personal use.
- I will not take, use, share, publish or distribute images of others without their permission.
- I will not share any access links to these remote learning sessions with others.
- I understand that I must behave online as I would in a classroom.
- I will only use the chat feature for work-related discussions.
- I have read and talked about these rules with my parents/carers.
- I understand that if I do not follow this agreement, I may not be allowed to use the internet at school.
- I have read and talked about these rules with my parents/carers.