



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 2019

Date of next review: July 2021

Osborne Co-operative Academy Trust
Acceptable Use of ICT Policy: Key Stage 2 Primary Pupils

Osborne 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 device/IT equipment 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 not bring files into the school without permission or upload inappropriate material to my workspace;
3. I will only edit or delete my own files and not view, or change, other people's files without their permission;
4. I will only communicate/message/comment with 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;
5. I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it;
6. I will not open attachments, or download a file, unless I have permission;
7. 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;
8. I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room;
9. 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;
10. I should ensure that I have permission to use the original work of others in my own work
11. Where work is protected by copyright, I will not try to download copies (including music and videos)

12. When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
13. I will not use the school ICT systems for private purposes;
14. I am aware that some websites and social networks have age restrictions and I will respect this;
15. 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.
16. I will not damage, disable or otherwise harm the operation of the computers or other ICT device sand I will report immediately any damage or faults involving equipment or software.
17. I understand that the school will monitor my use of the systems, devices and digital communications.
18. I will not use the school systems or devices for on-line gaming, on line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission from a member of staff to do so.

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

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, 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 Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.

I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website etc.

Signed:	Date:
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