Pupil Acceptable Use Policy Agreement
Countess Gytha Primary School

Pupil Acceptable Use Policy for Internet, Learning Environment and E-mail

The Internet offers both educational and social opportunities for our children. Whilst recognising the benefits we must also establish appropriate, effective and safe use of the Internet.

1. Pupils must obtain the **permission of parent(s)/guardian(s)/carer(s)** before they can be allowed to use the Internet including a Virtual Learning Environment or Educational Apps. The Parental Permission Form must be signed and returned to the school.

2. Pupils must only use the school computer systems for those activities and services which they have been given permission to use and under the **appropriate supervision** of a member of staff.

3. The Internet will be used within school to **support children's learning** both formally (within taught lessons) and informally (outside taught lessons). Informal use is at the discretion of a member of staff who will set guidelines and rules for its use. Pupils will be taught to be critical and discriminating in their use of Internet sites.

4. Pupils must only use the user name and password they have been given. A personal user name and password is only shared with the class teacher and a parent, guardian or carer. Pupils will be taught to **respect the privacy** of files of other users. They will be taught not to enter, or attempt to enter without permission, the file areas of other pupils or staff.

5. Pupils should not download and use material or copy and paste content which is **copyright**. Most sites will allow the use of published materials for educational use. Teachers will give guidelines on how and when pupils should use information from the Internet. No **material from home** should be used on systems in school unless the media it is on has been virus scanned.

6. The Internet access provided in Somerset Primary schools is filtered to stop access to unsuitable material. As no filtering system can be 100% effective, it is important that parents are aware that users of the system are required to act responsibly. **Under no circumstances should pupils attempt to search for, view, upload or download any material that is likely to be unsuitable** for children or schools. Pupils have a responsibility to inform the member of staff supervising them if they have accidentally accessed inappropriate content.

7. Pupils will be encouraged to **maintain a balance** between the use of electronic communication and face to face communication with their peers.

8. Parents are asked to **explain the importance** to their child of these rules for the safe use of the Internet and to sign and return to the school the Parental Permission Form.

Failure to comply with these rules will result in one or more of the following:

*   A ban, temporary or permanent, on the use of the Internet at school.
*   A letter informing parents of the nature and breach of rules.
*   Appropriate sanctions and restrictions placed on future access to school facilities to be decided by the school.

If you do not understand any part of this "Acceptable Use Policy", parents should ask a member of staff for guidance. You should only sign the Parental Permission Form when you have read, understood and have explained the importance of these rules to your son or daughter.