



## Waunarlydd Primary School ICT Acceptable Use Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

We require all parents to sign (on behalf of pupils) a copy of the Acceptable Usage Policy **before** they use the School's ICT facilities.

**Please read carefully**, sign and date in order for your child to access the School's ICT facilities. It is important that your child understands the policy, so please ensure you take time to explain this to them.

Waunarlydd Primary School provides internet filtering, designed to remove controversial, offensive or illegal material.

- ✓ If I see something I am uncomfortable with I will tell a teacher immediately.
- ✓ I will look after all equipment and treat everything with respect.
- ✓ I will only search for information from sites the teacher has shown me.
- ✓ I will only use the internet when an adult knows.
- ✓ I will never go on social networking websites in school.
- ✓ I will follow the Esafety rules explained by my teacher.
- ✓ 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.
- ✓ I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- ✓ I will not take or distribute images of anyone without their permission.
- ✓ I will be polite and responsible when I communicate with others, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- ✓ I understand that the school systems and devices are intended for educational use and that I will not use them for personal or recreational use.

For my own personal safety:

- ✓ I understand that the school will monitor my use of IT systems, devices and digital communications.
  - ✓ I will never share my passwords for Hwb+ and other sites with anyone (except my parents / carer) or attempt to access sites using another pupil's login details. I understand that I should not write down or store a password where it is possible that someone may steal it.
  - ✓ I will be aware of "stranger danger", when I am communicating on-line.
  - ✓ I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, information about my school).
  - ✓ I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- ✓ **If I don't follow these rules I may not be allowed to use the technology available.**

**Pupil name:** \_\_\_\_\_

**Parent / Carer signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_