

Acceptable Use of ICT Policy Agreement

Junior and Pre-Prep Schools

[Paragraph 7, Part 3 ISSR]

Author	Designated Safeguarding Leads
Version Number	1.1
Approval Date	September 2023
Approved By	Full Governing Board <ul style="list-style-type: none"> ▪ This policy agreement is reviewed and approved as part of the review and approval cycle for the Online Safety Policy.
Date of Last Review	September 2023
Review Cycle	Annually
Date of Next Review	Autumn Term 2024
Date of Next Approval	FGB, Autumn Term, 2024

Regulatory / Statutory Authority(ies)	<ul style="list-style-type: none"> ▪ The Independent School Standards Regulations (ISSR). ▪ Independent Schools Inspectorate (ISI) - Para 7, Part 3 ISSR – Safeguarding.
Related Policies, Procedures, and/or Documentation	<ul style="list-style-type: none"> ▪ Behaviour (and School Code of Conduct) Policy. ▪ The Online Safety Policy. ▪ Safeguarding and Child Protection Policy.
Published To	<input checked="" type="checkbox"/> CSF Website <input type="checkbox"/> School Website <input checked="" type="checkbox"/> Shared Staff Area <input checked="" type="checkbox"/> ISI Portal <input checked="" type="checkbox"/> Available to Parents

VERSION HISTORY

Version Number	Amendment(s) Or Formal Review	Date [Month/Year]	Summary of change(s)
1.0	Formal Review	September 2023	Formal Review and Approval at Full Governing Board
1.1	Update	March 2024	Updated Role Descriptors / Titles; converted to new policy template and structure; re-written as a policy applicable to Foundation junior and pre-prep schools rather than school-specific. Reviewed by Heads.



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ACCEPTABLE USE OF ICT POLICY AGREEMENT

Personal Safety

Please read these statements and confirm by ticking the box below:

- I will keep my username and password safe and secure and not share it with anyone else.
- I will not log on as anyone else; I will not use any other person's username or password.
- I will not share personal information about myself or others when online (this could include my name, address, age, gender, school, my friends' names or information about my family, etc.).
- I will immediately tell any adult if anything online makes me feel sad or uncomfortable.
- I understand that school will monitor my use of school computers and will share with my teacher or parents anything they are worried about.

NB

- **I will not change any device settings.**
- **I will not arrange to meet people offline that I have only met online.**

Responsible Use

Please read these statements and confirm by ticking the box below:

- I will not eat or drink in computer areas as spillage can cause serious damage to hardware.
- I understand that school computers and accounts are just for school work.
- I will not download or upload files without checking with my teacher.
- I will delete files from my area that I no longer require.
- I will not share files that are inappropriate or will cause upset to others.
- I will not use any programmes or software I have not been told to use.
- I will not use school computers or accounts for social networking, online gaming, online gambling, internet shopping, file sharing or video broadcasting (e.g. YouTube).
- I will not bring or use my own personal devices (mobile phones/USB devices, etc.) in school without permission. I understand that, if I am allowed to use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I will not click on any links or go on any websites without permission from my teacher.
- I will not install or attempt to install or store programmes of any type on any school device.
- I will alter any computer settings.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's permission.
- I will immediately report any damage or faults involving equipment or software; however these may have happened.

Respectful Communication

Please read these statements and confirm by ticking the box below:

- I will be polite and responsible when I communicate with others.
- I will use kind language when communicating online.



- I will not use inappropriate language when naming files or choosing passwords.
- I will not take or distribute images of anyone without their permission.
- I will not share or store personal and private information on school devices.

NB. We expect that you will uphold this standard of behaviour when you communicate with members of our community outside of school and act with respect, courtesy and integrity at all times.

Digital Honesty

Please read these statements and confirm by ticking the box below:

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- I will not try to download copies of other people’s work (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate.
- I understand that not everything I read online is true, and that the work of others may not be honest and may be a deliberate attempt to mislead me.

Parent and Student Confirmation

Sanctions

I understand that if I fail to comply with this Acceptable Use Policy Agreement (AUP) I will be subject to disciplinary action in accordance with the School Code of Conduct and Behaviour Policy. This may include detentions, suspensions, fixed term or permanent exclusion. In the event of illegal activities, involvement of the police and/or the local safeguarding children’s board.

Signed by:

Endorsed by:

Pupil name:

Parent name:

Date:

Date:

END

