



IT ACCEPTABLE USE POLICY

PRIMARY PUPILS AND PARENTS/CARERS

| Version | Review Date | Update |
|----------------|--------------------|--|
| 1.0 | December 2015 | Policy updated |
| 2.0 | August 2016 | Policy updated ready for approval December 2017 |
| 3.0 | April 2017 | Policy reviewed |
| 4.0 | March 2018 | New GDPR legislation due out in May – extension to validity period requested |
| 5.0 | April 2021 | Policy reviewed and updates made |

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| Policy Owner | Group IT Director |
| Policy Reviewer(s) | Group IT Director, Primary Headteachers |
| Policy Approver(s) | Operations Director |
| Policy Type | Trust |
| Distribution List | Primary Headteachers Primary Local Governing Body Clerks Primary School Employees Primary Parents/Carers Primary Pupils |
| Display on Website | Trust |
| Display on Intranet | Yes |
| Related Document(s) | |
| Policy Effective From | 01 September 2021 |

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|-------------------------|------------|
| Review Frequency | Two years |
| Next Review | April 2023 |

Primary School Acceptable Use Policy Statement (Version 5.0)

The Dean Trust promotes the use of technology in our schools as all pupils will need the skills and knowledge in whatever field of work they enter when they become an adult. We ensure that our Trust IT networks are robust and resilient and we do our utmost to ensure the safety of children when using it. It is important that pupils abide by their respective school rules when using technology in school and inform a member of staff immediately, if they become aware of any misuse or concern.

This is the Acceptable Use Policy (AUP) for our Trust Primary Schools. It highlights the do's and do not's of using all technology in our schools and shows how we want pupils to behave when using IT. Any misuse will result in pupils being temporarily banned from using the school network or further more serious consequences.

Please read carefully and sign at the bottom to show you agree to these terms. If you do not sign and return this form your child will not be able to use the IT systems in school.

Using Technology in School

- I will only use the school Internet and network for my school work, or when a teacher has given permission.
- I will not try to bypass the school's security settings.
- I will always log off my computer when finished.
- I will not look at, change or delete other people's work or files.
- I will respect and look after all IT equipment
- I will be sensible when using mobile technologies and follow the rules about moving about the school when using them.
- I will not bring a mobile device, including smart watches, into school

Security, Passwords & Copyright

- I will not share my Internet or network passwords. I will also create a password, which uses capital and lower-case letters, numbers and symbols (where appropriate).
- I will not upload or download any pictures, writing or movies, which might upset people or make other people think the school is a bad place.
- I will use non-copyrighted images and music from the Internet when creating documents, presentations or other media.
- I will not try to install software onto the school network because it might have a virus on and cause a lot of damage. I will ask a teacher for advice instead.

Online Behaviour & Safety

- I will not give out my personal details, such as my name, address, school or phone number on the Internet.
- I will report anything suspicious or anything that upsets me to my teacher.
- I will make sure all my contact with other people at school is responsible.
- I will not cyber bully pupils, teachers or other members of staff.
- I will not look for or look at unpleasant or inappropriate web sites or software apps. I will check with a teacher if I think it might be unsuitable.
- I know that everything I do on the computers at school is recorded and that the school can talk to my parents if a teacher is worried about my online safety.
- I will follow these rules all the time because I know they are designed to keep me safe.

For Parents/Carers:

- I agree to support and uphold the principles of this policy in relation to my child and their use of technology and the Internet, at home and at school.
- I agree to uphold the principles of this policy in relation to my own use of the Internet, when that use is related to the school, employees of the school and other students at the school.
- I agree not to share images or videos of pupils on the internet without parental consent.
- I agree to refrain from posting derogatory comments about the school or staff online.



A copy of this statement will be retained by The Dean Trust.

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| Pupil Name | |
| Date of Birth | |
| School | |
| Signed (Parent/Guardian) | |
| Name (Parent/Guardian) | |
| Date | |