



Grove Lea Primary School

Acceptable Use Policy – Pupils

- ✓ I will only use ICT in school for school purposes.
- ✓ I will only use my own school email address when emailing.
- ✓ I will only open email attachments from people I know, or who my teacher has approved.
- ✓ I will not tell other people my passwords for the Learning Platform, school network or for other learning websites.
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all ICT related contact with other children and adults is appropriate and polite.
- ✓ I will not deliberately look for, save or send anything that could offend others.
- ✓ If I accidentally find anything inappropriate on the internet I will tell my teacher immediately.
- ✓ I will not give out my personal details such as my name, phone number, home address or school.
- ✓ I will be responsible for my behaviour when using ICT in school or at home because I know that these rules are to keep me safe.
- ✓ I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- ✓ I know that my use of ICT can be checked and that my parent or carer contacted if a member of school staff is concerned about my safety.
- ✓ **I will use all ICT equipment including cameras safely and respect the equipment that I use.**
- ✓ I know how to keep myself safe on the internet and respect others.

Acceptable Use Policy – Parents and Carers

- ✓ We will support the school approach to online safety and not deliberately upload or add any images, sounds or text that could upset or offend any member of the school community.
- ✓ We will take responsibility for learning about the benefits and the risks of using the internet and other technologies that our children use in school and at home.
- ✓ We will discuss e-safeguarding concerns with our children.
- ✓ We will model safe and responsible behaviours in our own use of technology.
- ✓ We will support the school stance on the use of ICT and ICT equipment.
- ✓ Images taken of pupils at school events will be for personal use only and not uploaded or shared via the internet.
- ✓ Parents/carers may take photographs at school events however they must ensure that any images or videos taken involving children other than their own are for personal use and will not be published on the internet including social networking sites.

Signature Pupil.....

Signature Parent..... Date