



# SMARDEN PRIMARY & NURSERY SCHOOL

*'Ambition, Respect, Kindness'*

## Student Acceptable Use of Technology Policy

Adopted: March 2023  
Review: March 2025

This policy should be used:-

- Once as part of the pupil enrolment process - for this stage use the detailed parent level section
- As a minimum discussed at the start of each key stage through classroom teaching and/or as part of your computing curriculum
- There are sections for each Key Stage and parents, delete as appropriate for your school.

## Introduction

This policy covers IT equipment and systems at Smarden Primary School, which are the property of the school, as well as personally owned devices (referred to as Bring your own device BYOD throughout the policy). The school's 'Acceptable Use of Technology' Policy is used to protect all parties – students, staff, school, governors and TKAT. Students and parents are asked to sign this policy and return it to the school before their computer account is activated.

Where this policy mentions 'device', this could be a desktop, laptop, iPad, any other school owned device, or BYOD.

## EYFS/Key Stage 1/Lower Key Stage 2

I understand that this 'Acceptable Use of Technology' Policy will help keep me safe and happy online.

- I only use devices, apps, sites or games if an adult says so
- I only click on links and buttons online when I know what they do
- I keep my personal information and passwords safe
- I ask for help if I am stuck or not sure when using IT equipment
- I always tell an adult/teacher/member of staff if something online makes me feel upset, unhappy, or worried
- I look out for my friends and tell someone if they need help
- I am kind and polite online
- I know that if I do not follow the rules the school will follow the school's 'Behaviour Policy'
- I have read and talked about these rules with my teacher and parents/carers

Child Name	
Child class/form	
Date	

## Upper Key Stage 2/Key Stage 3/Key Stage 4

- I will make sure that my internet use is safe and legal and I am aware that online actions have offline consequences
- I know that my use of school computers, devices and internet access will be monitored and filtered to protect me and ensure I follow this 'Acceptable use of Technology' policy.
- I am aware that people online are not always who they say they are and that I must always talk to an adult before meeting any online contacts
- If I feel uncomfortable or upset about any online activity I will tell a trusted adult straight away

### Private

- I will keep my passwords private
- I will never use someone else's logon name or password to access any school IT systems
- I will always ensure I have completely logged off any device before leaving it unattended
- I will think and/or seek advice from an adult before I share personal information
- I will not share other people's personal data, video or photo without their permission

### Responsibility for school equipment

- I will not attempt to install any software or hardware on any school device
- I will only change the settings on the device if a teacher/technician has allowed me to
- I will only attach my BYOD device to the school network for internet access and only with a completed parental/carer permission slip
- I will only use my personal device/mobile phone in school if I have permission from a teacher
- I will not eat or drink in any of the IT rooms
- I will not use a staff member's device, including the attached audio/visual equipment unless I have explicit permission to do so
- I will not misuse my printing privileges and will only print school related work documents

### Responsibility for data and internet access

- I will not access or change other people's files, accounts or information without permission
- I will always check that any information I use online is reliable and accurate
- I know that school devices and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I am not sure if something is allowed then I will ask a member of staff
- I know that the use of the schools IT system for personal financial gain, gambling, political purposes or advertising is not allowed
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it
- I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices

- I know that I am not allowed on personal email, social networking sites or instant messaging in school/setting

## Responsibility for email

- I will write emails and online messages carefully and politely; I know they could be forwarded or seen by someone I did not intend and appreciate that other users might have different views from my own
- I understand that the use of strong language, swearing or aggressive behaviour and sending of inappropriate content is not tolerated
- I understand that I should only open attachments on emails if they come from someone I already know and trust.
- I understand that attachments can contain viruses or other programs that could destroy all the files and software on my computer
- I understand that if I receive an email containing material of a violent, dangerous, racist, or inappropriate content I will always report such messages to a member of staff
- I understand that bulk emailing or spamming is not permitted

## Kind

- I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment
- I will not upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community
- I will always think before I post, as once I upload text, photos or videos they can become public and impossible to delete
- I will not use technology to be unkind to people

## Legal

- I know it can be a criminal offence to hack accounts, systems or send threatening and offensive messages
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources
- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online

## Report

- If I am aware of anyone trying to misuse technology then I will report it to a member of staff
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable
- If IT equipment has been damaged or is faulty I will report this to a member of staff

## Sanctions

- If I do not follow this Acceptable Use Policy then:
  - I understand access to school IT systems, including email, may be withdrawn
  - I understand the school may issue further sanctions in line with the school behaviour policy
  - I know I must respect the school's systems and equipment and if I cannot be responsible then I will lose the right to use them

Instructions - Student/Parent should then sign the policy document below  
I confirm I have read and understood this Acceptable Use Policy.

Child Name	
Child class/form	
Date	

# Parent

I will support my child to:-

- Make sure that their internet use is safe and legal and they are aware that online actions have offline consequences
- Know that their use of school computers, devices and internet access will be monitored and filtered to protect them and ensure they follow this 'Acceptable use of Technology' policy.
- Be aware that people online are not always who they say they are and they must always talk to an adult before meeting any online contacts
- Tell a trusted adult straight away if they feel uncomfortable or upset about any online activity

## Private

- Keep their passwords private
- Never use someone else's logon name or password to access any school IT systems
- Always ensure they have completely logged off any device before leaving it unattended
- Think and/or seek advice from an adult before they share personal information
- Not share other people's personal data, video or photo without their permission

## Responsibility for school equipment

- Not attempt to install any software or hardware on any school device
- Only change the settings on the device if a teacher/technician has allowed them to
- Only attach their BYOD device to the school network for internet access and only with a completed parental/carer permission slip
- Only use my personal device/mobile phone in school if they have permission from a teacher
- Not eat or drink in any of the IT rooms
- Not use a staff member's device, including the attached audio/visual equipment unless they have explicit permission to do so
- Not misuse their printing privileges and will only print school related work documents

## Responsibility for data and internet access

- Not access or change other people's files, accounts or information without permission
- Always check that any information they use online is reliable and accurate
- Know that school devices and internet access have been provided to help them with their learning and that other use of technology may not be allowed. If my child is not sure if something is allowed then they will ask a member of staff
- Know that the use of the schools IT system for personal financial gain, gambling, political purposes or advertising is not allowed
- Understand that the school's internet filter is there to protect them, and will not try to bypass it

- Know that if the school suspect that they are behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices
- Know that they are not allowed on personal email, social networking sites or instant messaging in school/setting

## Responsibility for email

- Write emails and online messages carefully and politely; My child knows they could be forwarded or seen by someone they did not intend and appreciate that other users might have different views from their own
- Understand that the use of strong language, swearing or aggressive behaviour and sending of inappropriate content is not tolerated
- Understand that they should only open attachments on emails if they come from someone they already know and trust.
- Understand that attachments can contain viruses or other programs that could destroy all the files and software on their computer
- Understand that if they receive an email containing material of a violent, dangerous, racist, or inappropriate content they will always report such messages to a member of staff
- Understand that bulk emailing or spamming is not permitted

## Kind

- Know that bullying in any form (on and off line) is not tolerated and they know that technology should not be used for harassment
- Not upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community
- Always think before they post, as once they upload text, photos or videos they can become public and impossible to delete
- Not use technology to be unkind to people

## Legal

- Know it can be a criminal offence to hack accounts, systems or send threatening and offensive messages
- Respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources
- Understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online

## Report

- Report to a member of staff if they are aware of anyone trying to misuse technology
- Speak to an adult they trust if something happens to either themselves or another student which makes them feel worried, scared or uncomfortable
- Report any damaged or fault IT equipment to a member of staff

## Sanctions

- If my child does not follow this Acceptable Use Policy then:
  - I understand access to school IT systems, including email, may be withdrawn
  - I understand the school may issue further sanctions in line with the school behaviour policy
  - I know my child must respect the school's systems and equipment and if they cannot be responsible then they will lose the right to use them

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Child Name	
Child class/form	
Parent/Carer Name	
Parent/Carer Signature	
Date	