Acceptable Use Policies (AUPs)

Pre-Prep

Be Safe on the Computer

Online Safety Rules for Pupils at Polwhele House School:

Pre-Prep

- I will always ask permission before using the computer.
- I will only use activities and websites that an adult has chosen.
- I will take care of the computer and other equipment.
- I will tell an adult if I see anything that upsets me.
- I will immediately close any webpage I am not sure about.
- I will not bring in a disk or memory stick from home.
- I will not log on to the computer as anyone else.
- I will not try to send an email at any time.
- I will not try to get into any area of the system that I am not allowed to enter.
- I will ask for help if I get stuck.
- I will not bring in a mobile phone or smart watch to school.
- I will not use the computer system to do anything that is unkind or that would cause upset to another pupil.

Child name:……

Class: ……

Child Signature:……

Date:……

Prep

Be Safe on the Computer

Online Safety Rules for Pupils at Polwhele House School:

Prep School

- I will always ask permission before using the computer.
- I will only use websites that an adult has chosen unless I am given the chance to search by my teacher.
- When I am allowed to search, I will only use search engines my teacher has told me to use for searching for information.
- I will tell an adult if I see anything I am uncomfortable with.
- I will not copy information from the Internet and use it in my own work.
- I will immediately close any webpage I am not sure about.
- I will not bring in a disk or memory stick from home.
- I will not log on to the computer as anyone else.
- I will not try to send an email at any time.
- I will not try to get into any area of the system that I am not allowed to enter.
- I will ask for help if I get stuck.
- I will not bring in a mobile phone or smart watch to school.
- I will not use the computer system to do anything that is unkind or that would cause upset to another pupil.

Child name:……

Class: ……

Child Signature:…….

Date:……

Online Safety Rules for Pupils at Polwhele House School

Senior Prep

This Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Acceptable Use Policy Agreement:

- I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. 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, educational details, financial details etc)
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.
- I will act as I expect others to act toward me:
- 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 knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

- I will not take or distribute images of anyone without their permission.
- I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school.
- I will hand in my mobile devices to the office if it has been agreed by my parents and the school that it is appropriate for me to bring it to school.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- 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 only use social media sites with permission and at the times that are allowed.

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.
- Where work is protected by copyright, I will not try to download copies (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, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.
- I will ensure that my mobile phone is switched off and handed into the Office when I arrive at school.
- I will not bring in/wear a smart watch or wearable device.

Pupil name:……

Class: ……

Pupil Signature:……

Date:……