



St Leonard's

C of E Primary School

Acceptable use policy - pupils

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'A new commandment I give you: love one another. As I have loved you, so you must love one another.'

John 13:34

With God's help, we will be inclusive, independent, inquiring and inspirational.

- We will be inclusive by loving all and embracing differences so that all are treated with dignity and respect.
- We will be independent by persevering and encouraging everyone to be the best they can be, working together as a nurturing, Christian family.
- We will be inquiring by asking questions so that we grow in mind, body and spirit, learning about God's wondrous, diverse world.
- We will be inspirational by following Jesus' example, making a positive difference in the lives of others through love.

Introduction

At St Leonard's, this is how we stay safe when we use computers:

I will ask a teacher or suitable adult if I want to use the computers/tablets

- I will only use activities that an appropriate adult has told or allowed me to use
- I will take care of the computer and other equipment
- I will ask for help from an appropriate adult if I am not sure what to do or if I think I have done something wrong
- I will tell an appropriate adult if I see something that upsets me on the screen
- I know that if I break the rules; I might not be allowed to use a computer / tablet

We will be safe, responsible and respectful of others online.

- I will ask permission from a member of staff before using the Internet at school.
- I am aware of strangers when online and will never arrange to meet people. I will tell a trusted adult if someone asks to meet me.
- I will tell an adult about anything I see, hear or read online which makes me feel uncomfortable, upset or worried.
- I will not try to bypass the system to reach websites the school has blocked and I know that if I try to, the headteacher will be notified through our filtering system.
- I understand that the school may check my files and can monitor the web pages I visit.
- When in school, I will only contact people with my teachers' permission.
- I will be very careful when sharing pictures or video of myself or my friends. I know that I need consent from others in the image and will always check with trusted adults first.
- I will not put my personal information online. (My full name, birthday, phone number, address, postcode, school etc.)

To keep the system safe

- I will only use my own login and password, which is personal to me and to be kept secret.
- I will not access other people's files or accounts.
- I will not play games on a school computer unless my teacher has given me permission.
- I will not install software on school computers.
- I will not use the system for gaming, shopping, or uploading videos or music.

Responsibility to others

- The messages I send will be polite, respectful and responsible.
- I will not upload images or video of other people without their consent, and until I've checked with trusted adults.
- Where work is copyrighted (Including music, videos and images) I will not either download it or share it with others.
- I understand that the school may take action against me if I am involved in incidents of inappropriate behaviour wherever their location. If the activities are illegal this may be reported to the police.
- I will report, to a trusted adult, any incidents of cyberbullying or trolling that I see.

Personal Devices

- The school cannot accept responsibility for loss or damage to personal devices.
- It is not permitted for pupils to use mobile phones during the school day. Phones should be handed in to the class teacher at the start of the school day and they will be returned at the end of the day.

- Other devices (e.g. games consoles, tablets, cameras) should only be brought into school with permission from a teacher.
- In certain circumstances, the school may check a device that has been brought into school, if it is believed to be necessary to keep children safe, in line with the online safety policy.