**Barcombe CE Primary School**

**Acceptable Use Policy-Pupils and Parents**

This is the Acceptable Use Policy for our school. The purpose of this policy is to promote positive and responsible network and online behaviour. Please read it through carefully and, then, sign at the bottom to show you agree to the terms. If you do not sign and return this form to the School Office, you will not be able to use the school’s IT systems.

**For Pupils:**

* I will only use the school internet and network for my school work or when a teacher has given me permission.
* I will be careful when opening emails from people I do not know and I will ask an adult if I am unsure whether to open it.
* I will not share my internet, network or passwords.
* I will not look at or delete other people’s work or files.
* I will make sure all my contact with other people at school is responsible. I will not cyber-bully pupils or teachers.
* I will check with a teacher if I think a website might be unsuitable.
* I won’t give out my personal details, such as my name, address, school or phone number, online.
* I understand that meeting people in real life who I first met online is dangerous. If someone is asking to meet me in real life I will inform my parents/carers immediately. I will not arrange to meet them by myself.
* I will not upload or download any pictures, writing or movies which are unsuitable, might upset people or make other people think that the school is a bad place.
* I will not try to install software onto the school network because it might have a virus on it and cause a lot of damage. Instead, I will ask a teacher for advice.
* I will be careful with laptops, IPADs, keyboards, mice, headphones and all other equipment.
* I know that everything that 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 try to follow these rules all of the time because I know they are designed to keep me safe.

Signed-Pupil\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Parents:**

* I understand the key principles of e-safety and agree to support and uphold the values of this policy in relation to my child and their use of 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 and social media (such as Facebook, for example) when that use is related to Barcombe CE Primary school, employees of Barcombe CE Primary School, and other children at the school.
* I respect and understand the school’s obligation to protect all children from exploitation and, therefore, agree that images taken on the school site by parents and carers of any children other than those they have parental consent for must not be shared on social media.
* I understand that images should only be taken at the school’s discretion and at appropriate times. Parents and carers will be informed if photography and filming is appropriate.
* I am aware that in-school images of pupils will only be taken, stored and used for school purposes in line with the school’s safeguarding procedures. Images will only be used on the school website, in the press or in the media with permission.

**Parental Consent:**

**I do/ do not give permission for images of my child to be used on the school’s website**

Please delete as appropriate

Signed-Parent/Carer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_