

Headteacher: Elizabeth Ennew  
Chair of Governors: Kerrie Courtier  
Station Road, Clutton, BS39 5RA  
T. 01761 452510  
E. [office@cluttonschool.com](mailto:office@cluttonschool.com)  
W. [www.cluttonschool.com](http://www.cluttonschool.com)



*Part of the Midsomer Norton Schools Partnership*

Thursday, 12 September 2019

Dear Parent/Carer

### **ICT ACCEPTABLE USE POLICY (Key Stage 2)**

The use of ICT (including the Internet, email and mobile technologies) has become an important part of learning in our school and when using the ICT systems, we expect all pupils to be safe and responsible. It is essential that pupils are aware of eSafety know how to stay safe when using any ICT, and know what to do when something goes wrong.

Pupils are expected to read and discuss this agreement with you and when they are happy with its contents you should both sign the form below. Any concerns or explanations can be discussed with their class teacher. Until this agreement has been signed by you both and returned to the school pupils will not be allowed to access the Internet or use email.

#### **For my own personal safety:**

- I understand that the school will monitor my use of all the ICT systems
- I will not share my, nor will I try to use, any other person's username and password
- I will immediately report any unpleasant or inappropriate material that makes me feel uncomfortable
- I will adopt a 'think before I click' routine when using the internet (not all websites are appropriate) and will **NOT** simply access a site just because someone else told me to do so
- I will be aware of "stranger danger" and will not share my personal details with anyone

#### **I will act as I expect others to act toward me:**

- I will respect others' work and property and will not alter any other user's files
- I will be polite and responsible when I communicate with others
- I will never, either in school or out of school, seek to be mean to fellow pupils or members of staff either on the school network itself or via external social networking sites
- I will not take, publish or distribute images of anyone without their permission

#### **When using the internet:**

- I will adopt a 'think before I click' routine when using the internet (not all sites can be trusted)
- I understand the risks and will not try to upload, download or access any materials which are inappropriate

#### **Respect for the system**

- I will immediately report any damage or faults involving equipment or software
- I will not open any attachments to emails, unless I know and trust the sender
- I will not install or attempt to install programmes of any type on a machine nor will I try to alter computer settings
- I will only print what I need to do my school work. I will only print in colour when it is absolutely necessary.



### Pupil Application for the Use of ICT Technologies

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. ***This form needs to be signed by both the parent/guardian and the pupil and returned to the school office by Friday 20<sup>th</sup> September***

<b>Pupil First name</b> (print clearly)	
<b>Pupil Surname</b>	
<b>Class</b>	
<b>Date</b>	

**I have read and understand the rules for acceptable use and agree to follow these when:**

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment out of school in a way that is related to me being a member of this school e.g.: communicating with other members of the school, accessing online learning etc.

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

- I understand that the school has the right to take action against me if I am involved in inappropriate behaviour, whether I am in or out of school where it involves my membership of the school community (e.g.: cyber-bullying or personal information). including inappropriate comments on social media sites.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, it may include loss of access to the school's ICT services.
- I understand that the sanction imposed could be contact with parents and in the event of illegal activities involvement of the police.

<b>Pupil Signature</b>	
------------------------	--

I, the undersigned, being the parent/guardian of the above named pupil, support the school in its attempts to protect the pupils while using computers at school. I also understand that failure to follow the rules may result in computer access being withdrawn.

<b>Parent/Guardian Name</b>			
<b>Parent/Guardian Signature</b>		<b>Date</b>	

