

Sawley Junior School



Safer Computing **- being wise, keeping safe**

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

For my own personal safety in school and at home:

- I understand that the school will monitor my use of ICT in school.
- I will keep school usernames and passwords safe and secure – I will not share it, nor will I 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 without a telling an adult. (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, photos etc...)
- 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 will never answer unpleasant, suggestive or bullying emails or messages and I will always report them to a teacher or parent. I know not to delete them straight away but show them to the person I have reported it to, as evidence.

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 use the school systems or devices for on-line gaming or video broadcasting, unless I have permission of a member of staff to do so.
- I will seek permission before I use a memory stick from home in a school computer.

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 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 can bring a mobile phone into school with the Headteacher’s permission and it will be kept in the school office. I will not bring any other personal devices into 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 / organization who sent the email.
- 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 know that I am not allowed on personal e-mail, social networking sites or instant messaging in school. *The majority of these are filtered out by the school’s filtering system.*

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 another member of the school community, use of images or personal information of another member of the school community, posting threatening /offensive comments regarding another member of the school community*).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I may be subject to disciplinary action. This may include:
 - loss of access to the school network / internet
 - contact with parents
 - exclusion
 - in the event of illegal activities - involvement of the police.

By attending Sawley Junior School, you agree to abide by its policies – please see the Home/School Agreement.