



Hilden Grange School

**Acceptable Use of Technology Policy (AUP):
Prep (Years 5 & 6)**

1:1 Microsoft Surface User

Please note: 'School' refers to Hilden Grange School; 'parents' refers to parents, guardians and carers.

Acceptable Use of Technology Policy for Pupils: Prep (Year 5 & 6)

This policy aims to ensure that students benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed.

This Acceptable Use Policy is intended to ensure:

- I understand that I will be a responsible user while using the internet and other digital technologies for educational, personal and recreational use.
- I understand that I must use school devices and systems in a responsible way and that this agreement will keep me safe when I am online at home and at school.
- I understand that I must behave responsibly to ensure that there is no risk to my safety or the safety and security of the systems and other users.
- I understand that I must take care of devices and other equipment – including carrying the devices safely around the school site.
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For my own personal safety:

- I know that I will be able to use the internet in school for many different activities and to keep myself and others safe I must use it responsibly.
- I will not share my username or password with anyone, and I will log off when I have finished using the computer or device.
- When online, I will protect myself by not sharing any of my personal information. This includes my address, my telephone number and my school name.
- I will not share or distribute images of myself or others without permission from a teacher or other adult.
- I will be aware of “stranger danger” if communicating online. I will not arrange to meet anyone without first talking to a trusted adult.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.
- I know that posting anonymous messages or pretending to be someone else is not allowed.
- I know that information on the internet may not be reliable and it sometimes needs checking so I will not download any material from the internet unless I have permission.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school.
- I know that all school devices/computers and systems are monitored.
- I understand that everyone has equal rights to use technology as a resource.

I will act as I expect others to act toward me and:

- I will be polite and responsible when I communicate or collaborate with others online.
- I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions. I will not look for bad language, inappropriate images or violent or unsuitable games, and if I accidentally come across any of these, I will report it to a teacher or adult in school, or a parent at home.
- If I get unkind, rude, or bullying messages or comments, I will report them to a teacher, or a parent at home. I will not delete them, I will show them to the adult

Learner Acceptable Use Agreement Form:

- This policy will be discussed in Computing lessons at the start of each academic year.
- I have read and talked about these rules with my parents.

The 'AUP Agreement Form' will be completed in initial Computing lesson.

Acceptable Use of Technology Policy for Parents (Years 5 &6)

I have read and discussed with my child the pupil Acceptable Use of Technology Policy (AUP) set out above and understand that this AUP will help keep my child safe online;

- I understand that the AUP applies to my child's use of school devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns;
- I am aware that the use of school devices and systems are be monitored for safety and security reason to keep my child safe. This monitoring will take place in accordance with GDPR, privacy, and legislation
- I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school devices and systems.
- I understand that the school will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety. ·
- I will inform the school or other relevant organisations if I have concerns over my child's, or other members of the school communities' safety online ·
- I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school ·
- I will support the school online safety approaches and will discuss this agreement and the pupil agreement with my child.
- I will use appropriate parental controls and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

Parent Acceptable Use Agreement Form:

This policy is discussed at the start of each academic year in Computing lessons and pupils' will be requested to digitally agree to the agreement. In addition, we request that parents digitally agree to show understanding and support of the agreement:

- I have read the Acceptable Use of Technology Agreements for both pupil and parent.
- I have discussed the year group specific agreement with my child(ren)
- I understand that without parental agreement of this AUP or failure to adhere to these rules, access to the digital resources will be restricted.

Please complete the electronic 'AUP Agreement Form'