

NOTTING HILL PREPARATORY SCHOOL

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Pupil Acceptable Use Agreement

Introduction

This document has been developed to help you understand the rules of using computers in school. You should always follow the rules set out in this policy because these rules will help keep you and your classmates safe.

When learning remotely at home, you must follow the guidelines set out in the *Pupil Code of Conduct for Remote learning*.

When using the school's IT equipment, I have understood and will comply with the following statements

- I have read and know what the computer rules in this document mean to me.
- I will make sure that my password for the school system is difficult to guess and I will not share my password with anybody else.
- If I think someone has guessed my password I will tell the Head of Computing.
- I will not deliberately waste resources, particularly printer paper and toner.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I see anything like this I will tell my teacher immediately.
- I will make sure I take care of any school-owned IT equipment.
- I will not use my own memory sticks.
- I will not upgrade or install any software on school computers.
- I will return any school-owned IT equipment to the Head of Computing when I have finished using it.
- I know that my use of technology can be checked and that my parent/carer contacted if a member of school staff is concerned about my safety.
- I will not damage any school-owned equipment.
- I will not eat or drink while using school-owned IT equipment.

Using the Internet

- I will only go on the Internet using my own username and password.
- I will not try and get to any websites that the school has blocked access to.
- I will not play games, visit chat rooms, access social networking sites or watch entertaining videos during the school day, unless associated with a class and I have permission from my teacher.
- I will not use the Internet to view, download, send or print materials, which are unlawful, obscene or abusive.
- I will always respect the work and ownership rights of people inside and outside of the school. This includes abiding by copyright laws on music, videos, software and intellectual materials.

Social Media

- I know that some websites and social networks have age restrictions and I should not use them unless I am old enough.
- I will not say nasty or hurtful things about any member of staff or pupil online.
- I will not give away any of my personal details (full name, age, date of birth, sex, address etc.) or the personal details of other users in school, over the Internet. This includes photographs or video images of me, other pupils or members of staff.
- I will never arrange to meet anyone I have only met online unless a trusted adult is with me.

- If I see any hurtful comments about the school, staff or pupils. I will take screenshots for evidence and give them to the Head teacher.
- I will not share any school photos or content from lessons, Firefly, Seesaw or school website on social media

Managing Digital Content

- I will only use school-owned equipment to create pictures, video and sound. Pictures, video and sound will not be taken without asking permission first.
- I will not publish anything online, e.g. images or pictures, without asking my teacher.
- I will not screenshot, screen record or take any form of images whilst on any Zoom or Seesaw lessons (pre-recorded or live)

Email

- I will only use my school email address to contact people I know or those agreed by my teacher.
- I will take care in opening any attachments sent by email. I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- When sending emails, I will make sure that they are polite and sensible.
- I will use proper etiquette when sending emails and always include a subject, write in complete sentences, and check my spelling.
- I will not use my school email account to forward chain emails.

Intranet

- I will always use proper etiquette when posting a comment (no text speak!)
- I will not write any comments that may annoy, harm or offend others.

Mobile Phones and Devices

- I will only bring my mobile phone or other devices to school with permission from my parent and will always hand it in at Reception on arrival.
- I will never use mobile phones and mobile devices (e.g. Nintendo DS) during the school day.
- I will only take pictures at school using File Browser so that I can save them into My Documents folder.
- I will not store any picture or videos from school on my personal device.

Agreement

I have read and discussed this agreement with my parents.

I agree to follow the rules set out in this AUP. I know that if I break any of these rules my parent/carer may be told and I may be banned from using computers in school for a period of time.

Form Teachers read through this agreement with the children at the beginning of the school year and sign on behalf of their class.