



Rydon Primary School

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TO THE PARENTS OF PUPILS IN YEARS 5 & 6

Dear Parents,

ICT Acceptable Use Policy and Mobile phone Guidance

In order to support pupils E-safety awareness, we have developed an Acceptable Use Policy for ICT. Please complete and sign the attached slip to acknowledge you have read this with your child.

If you feel it is necessary for your child to bring a mobile phone to school please complete and sign the attached permission slip and return to the school office. Thank you.

PUPIL ACCEPTABLE USE POLICY FOR ICT

Guidance for Keeping Safe with ICT

Keeping Safe

- I will not use ICT in school (including my own devices) without permission from my teacher.
- I will choose my user names and passwords carefully to protect my identity and I will not share them.
- I will not ask computers to remember my password.
- I must keep my personal details and those of others private.
- I will not visit unsafe sites or register for things I am not old enough for.
- I will log off sites when I have finished.

Communicating and Sharing

- I know that I need to behave well online as in real life and be polite and friendly.
- I will not open messages if the subject field is not polite or if I do not know who it is from. I know that others may have different opinions and that I should respect them.
- I am careful about what I send as messages can be sent on to my parents or head teacher.
- I know that I must have permission to communicate online and will make sure my teacher / parents know who I communicate with.
- I will talk to an adult if an online friend wants to meet me and never arrange to meet anyone without permission.
- I will not use anyone else's work or files without permission.
- Where work is protected by copyright, I will not try to download copies.
- I will not take or share pictures of anyone without their permission.
- I know that anything I put up on the internet can be seen by anyone.
- I will only use my mobile phone at school for things that the school allows.

Research and Fun

- I will use clear search words so that I find the right information.
- I know that some content may not be filtered out and what to do if I find something worrying.
- I will double check information I find online.

Buying and Selling

- I know that I should not buy anything on line without permission.

Problems

- I will not try to change computer settings or install programmes.
- I will not damage equipment and will tell a teacher if equipment is broken or not working.
- I will tell a teacher or adult I trust if I find anything on a computer or message that is unpleasant or makes me feel uncomfortable.
- I will tell a teacher or adult I trust if I know of anyone that is behaving badly on line or anyone may be being bullied.
- I understand that any inappropriate on-line behaviour which may take place out of school, but is linked to membership of the school, could result in consequences in line with the school behaviour policy.

I agree to follow this guidance when:

- I use school ICT or my own devices in school
- I use my own ICT devices (including mobile phone) out of school to use school sites or for school activities

MOBILE PHONE GUIDANCE

- Parents should discourage pupils from bringing mobile phones to schools on the grounds that they are valuable and may be lost or stolen.
- Where parents allow children to bring a mobile phone to school, they do so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the phone is on school premises.
- Where a pupil does bring a mobile phone to school; 1) the phone must be switched off before entering the school. 2) all pupils must hand in their mobile phones to their class teacher at the start of the school day. Teachers will then give the phones back at the end of the day. 3) Children can then switch their phone back on after they have left the premises.
- Where a school pupil is found by a member of staff to be using a mobile phone, as above, for any purpose, the phone will be confiscated from the pupil and returned only to the parent, guardian or carer.
- The school will treat breaches of this guidance as they would treat any other breach of school rules or behaviour.

Yours sincerely,

Nick Banwell
Headteacher

Mobile phone Guidance and ICT Acceptable Use Policy

Child's Name

Class

We have read and discussed the Guidance for keeping safe with ICT.

Pupil signature

Parent/Guardian signature

I give permission for my child to bring a mobile phone to school but accept that they do so at their own risk and the school accepts no responsibility for any loss or damage whilst on school premises.

Yes ☐ No ☐

Parent/Guardian signature

Date

Please complete and return to the school office