

Acceptable Usage Policy for Students (Model)





Introduction









The following Model Acceptable Usage Policies for Students are approved by The Education Fellowship for use with pupils and students in the following phases. So long as the underlying rules, values and protocols are not breached, Education Fellowship schools may modify them to suit their individual circumstances. Additional restrictions may be put in place at the school's discretion, so long as they explicitly relate to safeguarding and do not inhibit a child or young person's learning. Adoption of these policies does not negate the need for e-safety training, and schools should use these policies in conjunction with The Education Fellowship e-safety policy. For Sixth Form, schools may use the Key Stage 3 and 4 version of the policy, or may modify the Staff Acceptable Use.

For assistance with tailoring these policies, including translating them into other languages, The Education Fellowship schools should contact the Education Data and IT Director at Head Office.













All pupils and students should receive and sign a copy of the appropriate policy and schools should retain a signed copy after ensuring parents/carers have received a copy.

Acceptable Use Policy for Early Years Pupils

-  I will ask before I use the school IT equipment
-  I will keep my password private
-  I will look after all the school IT equipment and use it properly
-  I will always ask before downloading from the internet or using material I have brought into school












-  I will only put my own work on the internet
-  I will only take a photograph or video of someone if they say it is alright
-  All of the messages I send will be polite
-  I will not send messages which upset other people
-  I will tell an adult if I see anything which upsets me
-  I will only talk to people I know using the internet
-  I understand that the school may talk to my parent or carer if they are worried about my e-Safety
-  I understand that if I do not follow these rules I may not be allowed to use the school computers or internet for a period of time, even if it was done outside school

Acceptable Use Policy for Key Stage 1 Pupils














-  I will ask before I use the school IT equipment
-  I will keep my password private
-  I will look after all the school IT equipment and use it properly
-  I will always ask before downloading from the internet or using material I have brought into school because I understand the risks from virus infections
-  I will only put my own work on the internet
-  I will only take a photograph or video of someone if they say it is alright
-  All of the messages I send will be polite
-  I will not send messages which upset other people
-  I will tell an adult if I see anything which upsets me
-  I will not give away my personal information or talk to people I do not know using the internet
-  I understand that the school may check my use of IT and talk to my parent or carer if they are worried about my e-Safety
-  I understand that if I do not follow these rules I may not be allowed to use the school computers or internet for a period of time, even if it was done outside school










Acceptable Use Policy for Key Stage 2 Pupils

-  I will ask permission before using the Internet

-  I will only access the system with my own password, which I will keep secret
-  I will not look at or delete other people's files
-  I will use the computers only for schoolwork and homework
-  I will not bring USB sticks or software into school unless I have been given permission
-  I will only e- mail people I know, or my teacher has approved.
-  The messages I send will be polite and responsible
-  I will not give my name, home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission
-  I will not use Internet chat-rooms
-  I will report any unpleasant material or messages sent to me. I understand my report will be confidential and will help to protect other pupils and myself
-  I understand that the school may check my computer files and may monitor the Internet sites I visit
-  I understand that if I break these rules I may not be allowed to use computers or the Internet

Acceptable Use Policy for Key Stage 3 and 4 Students

-  I will not share my passwords with anyone
-  I will only use, move and share securely data that I own
-  I will respect the school network security
-  I will make sure all messages I send are respectful, using appropriate language
-  I will report unsuitable or uncomfortable content, activities or emails to a member of staff
-  I will only visit sites which are appropriate and adhere to the sites' terms and conditions
-  I will not use my mobile device in school unless I am given permission
-  I will always keep my personal details private (my name, school name and address, home address any contact numbers, family information etc)
-  I will only use an email account that has been approved by my school
-  I will not buy or order goods online without a teacher's permission
-  I will not upload pictures or digital images of myself or others without a responsible adult's permission
-  I will only create and share content that is legal
-  I will respect copyright and the intellectual property rights of others

-  I will only communicate electronically with people I know or have been approved by my school
-  I will never meet an online friend or contact without taking a responsible adult that I know with me
-  I agree that I will not visit internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
 - Pornography (including child abuse images)
 - Promoting discrimination of any kind
 - Promoting violence or bullying
 - Promoting racial or religious hatred
 - Promoting illegal acts
 - Breaching any of my school's internet filters
 - Anything which exposes others to danger
 - Information that may be offensive to others
 - Chain letters
 - Breaches of copyright law
 - Using personal technology for taking/transferring images of students or staff without permission
-  I will not, without the school's permission, use Internet facilities to advertise for personal gain
-  I will make sure I know where to find and how to use the CEOP report abuse button
-  I know that anything I share online may be monitored
-  I know that once I share anything online it is out of my control and can be used or changed by others
-  I will ensure that any social networking profiles I may have must be set to private
-  I understand that if I break these rules I may not be allowed to use the school's IT facilities or the Internet