



BROMSGROVE PREPARATORY SCHOOL

YEARS 5 & 6 PUPIL RESPONSIBLE USAGE POLICY

ONLINE BEHAVIOUR, SCHOOL NETWORK AND USE OF DEVICES

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety, the safety of other users or to the safety and security of the ICT systems. I understand that the School does not tolerate bullying or cyberbullying in any form, whether inside or outside of school. I understand that I am responsible for my online actions.

STAYING SAFE AND RESPECTING OTHERS:

- I will behave in a manner that respects myself, other students, staff and the school. This means I will:
 - be polite, kind and responsible when I communicate and talk with others
 - respect other people's opinions and views
 - not take or share images of anyone without their permission (including students and staff).
- I will not share personal information about myself or others when I am online on public websites.

LOOKING AFTER THE SCHOOL NETWORK:

- **ASKING PERMISSION:** I will ask permission from my teacher if I want to use:
 - the school computers, my own devices, a camera or other equipment,
 - an iPad (and then I will always follow the iPad rules),
 - the internet and only use activities that my teacher has told or allowed me to use.
- **ACCOUNT AND PASSWORD:** I will keep my username and passwords safe and I will not use any other person's username or password.
- **REPORTING:** I will tell my teacher straight away if I see something unpleasant material or messages or anything that upsets me or makes me feel uncomfortable when I see it online.
- **NETWORK:** I will use the school network sensibly and will not do anything I have been told not to do by my teacher. I will not try and bypass the filtering or security systems.
- **EQUIPMENT:** I will take care of the computers and other equipment. I will tell a teacher straight away if there is any damage to equipment or software, however this may have happened.

- **DOWNLOADS:** I will not try to upload, download or access anything which is illegal or that might upset others. I will not try (unless I have permission) to make large downloads or uploads, as this may interfere with others ability to use the network.
- **EMAILS:** I will not open emails if I do not know the person who has sent it to me. I will take responsibility for what I write when using email and never write something that might hurt or upset someone.
- **MONITORING:** I understand that the school will monitor my use of the school internet and devices.
- **GUIDELINES:** I have 'staying safe online' and will use these tips online.

DIGITAL TECHNOLOGY AND THE LAW

- **SOCIAL MEDIA:** I understand that I need to be at least thirteen years old to have an account on many social media websites.
- **PICTURES:** I understand that I should only send pictures of myself to people that I know, like family and friends. I will tell a trusted adult or a teacher if I receive an image or if I see something that upsets me.
- **COPYRIGHT:** I will ensure that I have permission to use the original work of others. I will respect others' work and will not access, copy, remove or otherwise alter any other user's files, without permission.



STUDENT ACCEPTABLE USE AGREEMENT

Please sign digitally or complete the sections below to show that you have read, understood and agree to these rules. If you break any of these rules on purpose, including cyberbullying, then this may result in a sanction being given. You might move down the ladder, be given a red warning card or not be allowed to use a computer.

I have read and understand these rules and agree to follow these guidelines when I use the school systems and devices, my own devices in school my own equipment out of the school, and when I am communicating with other students out of school.

Please complete this form

<https://forms.office.com/r/kNPCpU2VA4>