



## **Acceptable Use Policy Agreement for children in Years 3 - 6**

### **Banstead Preparatory School Policy**

Digital technologies are integral to the lives of children and young people, both within and outside school. They are powerful tools that create new opportunities for everyone. These technologies can stimulate discussion, promote creativity and awareness of context to promote effective learning. Young people should be able to access the internet safely.

This Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk, will have good access to digital technologies to enhance learning and will, expect children to agree to be responsible users

For the purposes of the following agreement, a 1:1 device issued by the school to a child in Year 3, 4, 5 or 6 is classed as a 'school device' and not a 'personal device', as it is owned and managed by school.

### **Acceptable Use Policy Agreement**

I understand that I must use school systems in a responsible way, to prevent risk to my safety or to the safety and security of systems and other users.

For my own personal safety:

- I understand that Banstead Preparatory School will monitor my use of systems, devices and digital communications
- I will keep my username and password safe and secure – I will not share it or try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it
- I will be aware of "stranger danger" when I am communicating on-line
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line
- I will not share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details etc.)

I understand that everyone has equal rights to use technology as a resource and:



- that the Banstead Preparatory School systems, devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not use the Banstead Preparatory School systems, devices for on-line gaming, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission
- I will act as I expect others to act toward me
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive, or inappropriate language and I appreciate that others may have different opinions
- I will not take or distribute images of anyone without their permission

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and:

- I will only use my own personal devices (mobile phones / cameras) in school if I have permission. I understand that, if I do use my own devices in Banstead Preparatory School, I will follow the rules set out in this agreement, in the same way as if I was using school equipment
- If I need to bring my mobile phone into school, I will hand it into the office at the beginning of the school day and collect it at the end of the school day
- I understand the risks and will not try to upload, download or access any materials that are illegal or inappropriate or may cause harm or distress to others and I will not use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials
- I will immediately report any damage or faults involving equipment or software however this may have happened
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device and I will not alter computer or tablet settings without permission
- I will not use social media sites whilst at school and/or using Banstead Preparatory School devices

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)



- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me

I understand that I am responsible for my actions, both in and out of school:

- I understand that Banstead Preparatory School will follow the behaviour policy if I am involved in incidents of inappropriate behaviour, which are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information)
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, there will be consequences that may include loss of access to the school computing equipment and network / internet, as well as school sanctions in line with our behaviour policy

I have read and understand the above and agree to follow these guidelines when:

- I use Banstead Preparatory School systems and devices (both in and out of school)
- I use my own devices in Banstead Preparatory School (when allowed) e.g. mobile phones, cameras etc.
- I use my own equipment out of the Banstead Preparatory School in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, website etc.
- I will not use any programmes or software that might allow me to bypass the filtering / security systems in place

**Please now use the link in the letter to complete a digital confirmation that you have read and agreed to this Acceptable Use Agreement.**