



Acceptable Use Policy and Agreement for Pupils

The internet and other digital technologies are a rich source of information and an essential part of 21st century life for education, business and social interaction. Internet access is an entitlement for pupils who show a responsible and mature approach to its use. The school has a duty to provide students with quality internet access as part of their learning experience and we do this with the understanding that rules are clear and understood by all.

This Acceptable use Policy is intended to ensure that :

- Young people will be responsible users and stay safe while using the internet and other digital technologies
- School systems and users are protected from accidental or deliberate misuse that could put the security of the systems and people using them at risk

Acceptable Use policy Agreement and E-safety

For My Own Safety :

- I will use digital technologies and the internet in school for studying purposes.
- I understand that school will monitor my use of systems, devices and digital communications.
- When e-mailing, I will use my class or school e-mail address.
- I will not share my user name or passwords or try to use some other person's username or password. I should not write this information down or store it where it could be stolen or misused.
- I will only delete or open my own files.
- I will only open e-mail attachments from people known to me or people who my teachers have approved.
- I will make sure communication with other pupils and adults is polite and responsible.
- I will not send pupils or adults any content which is unpleasant. If I find something like this, I will report it to my teacher.
- I will not share personal details of myself on line – including my name, phone number , address, email, age, gender, educational details. I will not meet someone unless it is part of a school project and a responsible adult is present with me.
- I am responsible for my behavior and follow the e safety rules within school.
- I will not upload images, sound, video or text content that could upset pupils, staff or others.

- I know that my use of ICT can be checked and that my parent / carer contacted if a member of school staff is concerned about my E Safety.
- If I see something online that makes me feel uncomfortable, I will inform my class teacher.

I understand that everyone has equal rights to use technology and be respectful :

- I understand that the school systems and devices are intended for educational use and that I will not use them for personal use.
- I will not use school systems for on line gaming, shopping , you tube etc. so as to put others at risk.
- I will only use my own devices (mobile phone) to and from school and not take it into school. I will not use other people's devices. I will not use my mobile phone in school unless I have permission to do so for emergency purposes.
- I will respect other's work and property and will not access, copy or remove files or equipment
- I will be polite and respectful when I communicate with others and not upload or send inappropriate texts, emails, photos etc. about others.
- I will immediately report and damage or faults with hardware or software.
- I will not try to alter school programmes or upload any programmes independent of those already stored on school devices, including materials protected by copyright.
- I understand that the school has the right to stop me from using the internet at school if I fail to follow the policy. This is also true if there are any cases of cyber bullying or inappropriate use of images.

Please complete the form attached to show that you and your child have read, understood and agree to the policy. If this form is not returned, your child will not be able to access school systems and devices.

Ocean Academy E safety Leads are Mr J Lee and Ms K Jordan



Ocean Academy Poole
an Aspirations Academy

Dear Parent / Carer

This form relates to the **Acceptable Use Policy and Agreement for Pupils** which is attached. Please complete the sections below to show that (with your child) you have both read, understood and agree to the rules and statements included. If you do not sign this agreement, access will not be granted access to the school's systems and devices.

Thank you



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Acceptable Use Policy and Agreement for Pupils

I have read, understood and agree to follow the guidelines identified in the Acceptable Use Policy and Agreement for Pupils

Parent / Carer
Name

Signature

Child's Name

Signature

Class

Date

