The Castle Partnership Trust
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Pupil Acceptable Computer and Internet Use Policy

Date: May 2023

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Due for review: Summer Term 2025

The Internet will be used within school to support children's learning both formally (within taught lessons) and informally (outside taught lessons), at the discretion of a member of staff who will set guidelines and rules for its use. Pupils will be taught to be critical and discriminating in their use of Internet sites and to maintain a balance between the use of technology and other activities. The school encourages its appropriate, effective and safe use. All users of technology in the school must agree to certain rules and will only use the equipment and software as instructed.

Parents should:
- discuss e-safety issues with their children and rules for the safe use of the internet
- maintain responsible standards when using social media to discuss school issues
- inform the school if they think there is an e-safety issue related to the school

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Pupil will: (My Responsibilities)
- I understand that I have rights and responsibilities in using ICT and will act responsibly for data that exists in file storage areas (including cloud storage), emails and on personal devices, when using technology, computers or the internet.
- I will report any suspected misuse or accidental access of inappropriate content to a teacher.
- I will not download and use material or copy and paste content which is copyright protected.
- I will make sure that I maintain a healthy lifestyle and do not spend too much time using technology.
- I will set a secure password for my user accounts and not share this with anybody else.
- I will look after IT equipment including computers, keyboards and mice.

Cyberbullying
- I understand that the school will not accept bullying in any form.
- I will be careful with all communications ensuring that anything I write cannot be mistaken as bullying.
- I understand that I should report any incidents of bullying.

Access to Internet Sites
- I will not attempt to search/access sites for, view, upload or download any material that is likely to be unsuitable in a school or is blocked by the school's filtering system, including personal subscription streaming sites
- I will not submit or attempt to submit content created using artificial intelligence as my own work

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Communication – email, social networks, blog etc.
- I will be careful in my communications making sure that nothing I write is offensive.
- I will not write anything that could be seen as insulting to the school.
- I will use responsible and considerate language in communicating with others

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Mobile Devices
- I will only use mobile devices in lessons as directed by my teachers or at break and lunchtimes in designated areas, as permitted by my school.

Sanctions – I understand that
- The school will monitor my use of computers and other technology.
- The school may investigate incidents that happen outside school.
- There are regulations in place on access to school facilities and that there are sanctions if I do not follow the rules.

I have read, understood and explained the Acceptable Use Policy to my child and I am happy for my child to experience the Internet use described:

Pupil Name (PLEASE PRINT) _____ Class _____

Name of Parent or Carer (PLEASE PRINT) _____

Signature of Parent or Carer _____ Date _____