

IT Acceptable Use Policy Pupil and Parent

This policy is effective for all schools within The Mead Educational Trust, the Teaching School, the SCITT and all other activities under the control of the Trust and reporting to the Trust Board.

This policy will be shared with parents and pupils when they join a Mead school.

Version:	1.0
Last review:	January 2025
Ratified by:	Executive Team
Date ratified:	21 st January 2025
Next review:	September 2025 (annual review)

Revision History:

Version	Date	Author	Summary of Changes:
1.0	Jan 2025	GSM	New policy, which consolidates several pupil and parent acceptable use policies.

IT Acceptable Use Policy – Parent Consent

Parents should be sent the details of this policy, no signature is required

Internet and ICT:

As the parent or legal guardian of a pupil at a Mead school, I grant permission for the school to give my child access to:

- the internet at the school;
- the school's chosen email system;
- the school's online learning environments;
- ICT facilities and equipment at the school.

Additionally, I grant permission for the school to provide parental access to the school's online systems, where appropriate. Such as, but not limited to;

- Bromcom My Child At School
- SatchelOne Show My Homework
- ClassDojo

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

I understand that the school can, if necessary, check my child's computer files and the Internet sites they visit at school and if there are concerns about my child's e-safety or e-behaviour they will contact me.

Use of digital images, photography and video:

I understand the school has a clear policy on "The use of digital images and video" (see TMET Online Safety Policy) and I support this.

I understand that the school will necessarily use photographs of my child or include them in video material to support learning activities.

I accept that the school may use photographs / video that includes my child in publicity that reasonably promotes the work of the school, and for no other purpose, as long as I (or my child if they are aged 12 or over) have given explicit consent for this via the school's Pupil Consent Form.

I will not take and then share online, photographs of other children (or staff) at school events without permission.

Social networking and media sites:

I understand that the school has a clear policy on "The use of social networking and media sites" (TMET Online Safety Policy) and I support this.

I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I will support the school by promoting safe use of the Internet and digital technology at home. I will inform the school if I have any concerns.

IT Acceptable Use Policy (EYFS & KS1)

I will follow these rules to keep me safe:

- I will not damage any school ICT equipment.
- I will not eat or drink while using the ICT equipment.
- I will only use the school's computers for my school work or homework.
- I will keep my logins and passwords secret
- I will only use school equipment to create pictures, video and sound. Pictures, video and sound will not be taken without asking permission first.
- I will only use the internet when an adult says I can.
- When using video chat software I will ensure that I follow school rules for safe use.
- I will turn off the monitor (screen) if I see something that I feel uncomfortable with or upsets me; then I will tell my teacher straight away.
- I will not say nasty or hurtful things about any member of staff or pupil online.
- I will not try and get to any websites that the school has blocked access to, or try to look for, or save anything, that is unpleasant.
- I will not give away my personal details (full name, age, birthday, school, address etc.) or the personal details of other users in school, over the internet. This includes photographs or images of me, other pupils or members of staff.
- I know that my use of ICT can be checked and that my parent/carer will be contacted if a member of school staff is concerned for my safety.
- I will not share photos or videos of anyone without permission.

IT Acceptable Use Policy (KS2)

Pupils will accept this agreement upon clicking "I accept" when using school IT equipment

These rules will keep me safe and help me to be fair to others.

- I will only use the school computers for school work and homework.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will keep my logins and passwords secret.
- I will not bring files into school without permission or upload inappropriate material to my workspace.
- I am aware that some websites and social networks have age restrictions and I will use the internet responsibly.
- I will not attempt to visit Internet sites that I know to be banned by the school.
- I will only e-mail people I know, or a responsible adult has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it, but I will show a teacher / responsible adult.
- I will use the school remote learning systems responsibly and report anything inappropriate to my teacher/s .
- I will not share photos or videos of anyone without permission.

IT Acceptable Use Policy (KS3/KS4)

Pupils will accept this agreement upon clicking "I accept" when using school IT equipment

These rules will keep me safe and help me to be fair to others.

- I will only use the school computers for appropriate school activities and learning and am aware that the school can monitor my internet/email/network/computer use.
- I will not bring files into the school via removable storage or cloud storage that can harm the school network or be used to circumvent academy security tools.
- I will not try to bypass the school content and filtering systems to access websites that are not allowed.
- I will only edit or delete my own files and not view, or change, other people's files or user areas without their permission.
- I will keep my logins, IDs and passwords secret and change my password regularly.
- I will use the Internet responsibly and will not visit web sites that are inappropriate for the academy or my age.
- I will only email or contact people I know, or those approved as part of learning activities.
- The messages I send, or information I upload, will always be polite and sensible. All messages I send reflect on me and the school.
- I will be careful when opening files and attachments. If I am unsure, I will never open a file and will report this to a teacher.
- I will not give my personal information that could be used to identify me, my family or my friends on any online space, unless a trusted adult has given permission or reviewed the site.
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless I take a trusted adult with me.
- If I see anything I am unhappy with or I receive a message that makes me feel uncomfortable, I will not respond to it but I will save it and talk to a trusted adult.
- I am aware that some websites, games and social networks have age restrictions, and I should respect this.
- I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.
- I will use the school remote learning platforms responsibly.
- I will not share videos or pictures of anyone without permission.

Remember It is an offence under the Computer Misuse Act 1990 to make unauthorised access to a computer.

- **You must NEVER use another person's ID and password in order to access a computer**
- **You must NEVER use or share data you are not authorised to have (including passwords)**
- **You must NEVER alter, delete or copy any data held on any system**

If you are aware of any of these offences taking place you MUST report it. Use anonymous reporting if you feel unable to do this directly