



E-Safety Acceptable Use Policy

(Pre-Prep)



Reviewed in: September 2023

Review in: September 2024

Reviewed by: Prep Computing Coordinator, Deputy Head Innovation

Refer also to the following policies:

Behaviour and Discipline
ICT and cyberbullying
Prep Anti-Bullying Policy
Mobile Phone

This Agreement is available to Staff and Pupils from the Prep Office.

Pupil Acceptable Use Agreement

Pre-Prep

(Reception, Years 1 and 2)

1. This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers.
- I will only use activities that a teacher or suitable adult has told or allowed me to use.
- I will take care of the computer and other equipment.
- I will ask for help from a teacher or suitable adult if I am not sure what to do, or if I think I have done something wrong.
- I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer.

Name

Class

Signed

Date

Parent Acceptable Use Agreement

Pre-Prep

(Reception, Years 1 and 2)

2. School Policy

Digital technologies have become integral to the lives of children and young people, both within Schools and outside School. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times.

3. This Acceptable Use Policy is intended to ensure:

- ☐ that your daughter will learn to be a responsible user and stay safe while using the internet and other communications 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 and users at risk.
- ☐ that parents are aware of the importance of e-safety and are involved in the education and guidance of their daughter with regard to their on-line behaviour.

The School will try to ensure that girls will have good access to digital technologies to enhance their learning and will, in return, expect the girls to agree to be responsible users. A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that parents will be aware of the School expectations of the children in their care.

Parents are requested to sign the permission form below to show their support of the School in this important aspect of the School's work.

4. Permission Form

Parent Name

Pupil Name

Class

As the parent of the above pupil, I give permission for my daughter to have access to the internet, to ICT systems at School and to use Microsoft Teams for work and digital communication as directed.

I understand that the School has discussed the Acceptable Use Agreement with my daughter and that they have received, or will receive, e-safety education to help them understand the importance of safe use of technology and the internet – both in and out of School.

I understand that the School will take every reasonable precaution, including monitoring and filtering systems, to ensure that girls will be safe when they use the internet and ICT systems. I also understand that the School cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my daughter's activity on the ICT systems will be monitored and that the School will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my daughter to adopt safe use of the internet and digital technologies at home and will inform the School if I have concerns over my child's e-safety.

Signed

Date

