

**GODOLPHIN SCHOOL**

**E-Safety  
Pupil Safe and Acceptable Use Policy**

**Prep  
Years 4, 5 and 6**

**Senior First and Second**

Reviewed in: September 2018  
Review in: September 2019

Reviewed by: Deputy Head Communication and Innovation, Head of Prep, Head of Pre-Prep Senior Deputy Head

Refer also to the following policies:

Behaviour and Discipline  
ICT and cyberbullying  
Living Together at Godolphin – Anti-Bullying  
Mobile Phone

This Agreement is available to Staff and Pupils at:  
<https://godolphin.fireflycloud.net/computing-1/acceptable-use-policies>

# E-Safety

## Pupil Acceptable Use Agreement

Prep

Years 4, 5 & 6 and First and Second Years

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### School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies 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.

**This Acceptable Use Policy is intended to ensure:**

- that children and 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 and users at risk.

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.

## Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to make sure that there is no risk to my safety, or to the safety and security of the ICT systems and other users.

For my own personal safety:

I understand that the school will monitor my use of the:

- School IT systems
- School devices and
- My digital communications.

I will keep my username and password safe and secure:

- I will not share my username and password,
- I will not try to use another person's username and password.
- I should not write down or store a password where someone might be able to steal it.

I will be aware of "stranger danger", when I am communicating on-line.

I will not disclose or share personal information about myself or others when I am on-line:

- Names,
- Addresses,
- Email addresses and telephone numbers, o Age and gender,
- Educational details
- etc

If I arrange to meet people off-line that I have communicated with on-line, I will do it in a public place and take an adult with me.

I will immediately report any unpleasant material or messages or anything that makes me feel uncomfortable when I see it on-line.

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

I understand that the school IT systems and devices are for educational use.

I will not use the school IT systems for personal use unless I have permission.

I will not make large downloads or uploads that might take up internet capacity which might make it difficult for other user to carry out their work, unless I have permission.

I will not use the school systems or devices, unless I have permission, for:

- on-line gaming,
- on-line gambling,
- internet shopping
- file sharing, or
- video broadcasting (e.g. YouTube)

### **I will act as I expect others to act toward me:**

I will respect others' work and property and will not interfere with any other user's files, without the owner's knowledge and permission. This includes:

- Accessing
- Copying,
- Deleting
- Moving,
- Changing

I will be polite and responsible when I communicate with others, I will not use strong, unpleasant or inappropriate language,

I will appreciate that others may have different opinions.

I will not take or pass on video, audio, or 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 to ensure the smooth running of the school:**

I will only use my own personal devices in school if I have permission. This includes:

- Mobile phones,
- Laptops,
- USB devices,
- Digital cameras,
- Gaming consoles,
- Tablets, etc.

If I do use my own devices in school, I will follow all the rules in this agreement, in the same way as if I was using school equipment.

I understand the risks, and will not try to upload, download or access any materials which are unpleasant or inappropriate, or may cause harm or distress to others

I will not use any programmes or software that might allow me to bypass the filtering and security systems.

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 (as there is a risk of the attachment containing viruses or other harmful programmes):

- Unless I know and trust the person or organisation who sent the email,
- If I have any concerns about the validity of the email

I will not try and install or store programmes or apps of any type on any school device.

I will not try to alter settings on any computer or device unless I have permission.

I will only use social media sites with permission and at the times that are allowed.

### **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

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 the school might take action against me if I am involved in incidents of unpleasant behaviour, that 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, I may be subject to disciplinary action.

Disciplinary action may include:

- Loss of access to the school network and internet,
- Sanctions as detailed in the school behaviour policy,
- Contact with parents,
- And in the event of illegal activities, involvement of the police.

**Please complete the sections on the next page to show that you have read, understood and agree to the rules included in this Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.**

# E-Safety

## Pupil Acceptable Use Agreement Form

### Prep and Junior

Prep Years 4, 5 & 6 and First and Second Years

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This form relates to the Pupil Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, you will not be able to use the school ICT systems.

- I have read and understand the above and agree to follow these guidelines when:
- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, laptops, gaming devices, USB devices, tablets, digital cameras etc
- I use my own equipment out of the school in a way that is related to me being a member of this school. For example, communicating with other members of the school, accessing school email, Firefly, website etc.

Name	<input type="text"/>
Tutor Group	<input type="text"/>
Signed	<input type="text"/>
Date	<input type="text"/>

# E-Safety

## Parent Acceptable Use Agreement

Prep Years 4, 5 & 6 and First and Second Years

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### 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.

#### **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. Your daughter has gone through this form and signed it with her teacher in class.

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:

Name of student:	
Tutor Group:	
Name of parent:	

As the parent of the above pupil, I give permission for my daughter to have access to the internet and to ICT systems at school.

I know that my daughter has signed an Acceptable Use Agreement and has 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	<input type="text"/>
Date	<input type="text"/>