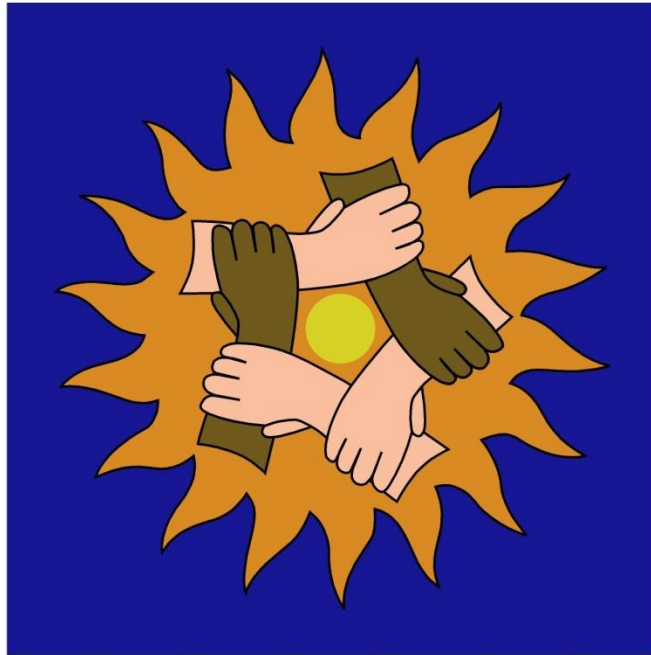


"Together we can achieve more"

# Highfield Primary School



## **Pupil Acceptable Use of Technology Policy 2018**

This policy details the expectations regarding pupil's use of technology at Highfield Primary School. The policy covers expectations for all pupils of the school and contains three strands. This policy is to be adhered to during all school activities on and off the school site.

### 1. Safety

The main purpose of the policy is in regards to safeguarding and to ensure the safety of all pupils and the wider community of the school.

### 2. Privacy

We welcome and value each member of Highfield's community to their right to privacy and as such each member of the community is entitled to choose not to feature in photographs or videos recorded at the school, on and off site.

### 3. Protecting Highfield's Image

Use of technology at Highfield should not do anything which may cause any embarrassment to the school, the children, parents, carers, staff, visitors or members of the wider school community.

### 4. Radicalisation and British values

#### Changes to permissions

Any failure to adhere to this policy may lead to a withdrawal of permission to use certain technologies at the school for a set period of time.

#### Pupil Acceptable Use Policy

All pupils must follow the expectations set out in this policy when using technology during all school activities on and off the school site.

Pupils that do not follow these expectations may lead to:

- A withdrawal of permission to use certain technologies at the school for a set period of time.
- A change in the conditions of permission to use certain technologies at the school.

Staff at Highfield will teach pupils the expectations of technology use.

Technology refers to computers, laptops, ipads, tablets, visualisers, photocopiers, cameras, scanners, telephones, mobiles, screens, software, hardware, accessories, internet, social media and any other technology equipment.

### Technology Expectations

1. I will use polite language when using the computers.
2. I must not write anything that might: upset someone or give the school a bad name.
3. I know that staff will regularly check what I have done on the school computers.
4. I know that if a member of staff thinks I may have been breaking the rules they will check my prior technology use.
5. I must not tell anyone my name, where I live, my telephone number or other personal information whilst using technology.
6. I must not tell my username and passwords to anyone but my parents.
7. I must never use other people's usernames and passwords or computers left logged in.
8. If I think someone knows my password then I will tell a member of staff.
9. I must ensure technology is switched off/logged off when finished.
10. I know that my technology use is not guaranteed to be private.
11. I must not use the technology in any way that stops other people using it.
12. I will report anything that makes me feel uncomfortable to a member of staff.
13. I will tell a member of staff straight away if I am sent messages that make me feel uncomfortable.
14. I will not damage any technology equipment or the work of another person.
15. If I see something I am uncomfortable with or is inappropriate I must tell a member of staff straight away and not share it with other pupils.
16. I will be alert to radicalisation and extremist actions and views and will share with a member of staff if I see anything inappropriate.

### Unacceptable Use of technology

Examples of unacceptable use include, but are not limited to:

1. Using another person's username and password.
2. Creating or sending messages/pictures of other content that might upset other people.
3. Changing/editing/deleting work that belongs to other people without permission.  
Waste time or resources using school technology.
4. Misusing or damaging technology.
5. Using technology without permission from member of staff and continuing to use after being asked to stop.
6. Sending, sharing personal information.
7. Extremist actions, views or materials, accessing extremist material online, voicing extremist opinions and using extremist language.

Date of Policy: September 2018



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## Highfield Primary School

### Pupil Acceptable Use of Technology Policy 2018

#### Pupil Technology Expectations Agreement Form

I agree to follow the school expectations set out in the pupil acceptable use of technology policy 2018 when using school technology. I agree to report anyone not meeting the school's expectations for use of technology.

I will tell a member of staff if I see anything that makes me feel uncomfortable when using technology.

If I do not follow the expectations, I understand that this will mean I might not be able to use the technology and/or the conditions for using the technology will be changed.

Pupil's Name: \_\_\_\_\_

Pupil's Signature: \_\_\_\_\_

I realise that any pupil under reasonable suspicion of not following these rules when using (or misusing) technology may have their use stopped, more closely monitored or past use investigated.

Parents'/Carers'/Guardians' Name:  
\_\_\_\_\_

Parents'/Carers'/Guardians' Signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_\_\_