



Villa Real School
together we achieve

Pupil/Student Acceptable Use Policy 2023

Responsibility: Alan Granton /Andrew Moore

Date: December 2023

Signed and Adopted by the Governing Body:

Chair of Governors

Date: 13.12.23

Date to be reviewed: December 2025

Acceptable Use Policy

I will only access computing equipment when a trusted adult has given me permission and is present.

I will not deliberately look for, save or send anything that could make others upset.

I will immediately inform a trusted adult or a member of Villa Real staff if I see something that worries me, or I know is inappropriate.

I will keep my username and password secure; this includes not sharing it with others.

I understand what personal information is and will never share my own or others' personal information such as phone numbers, home addresses and names.

I will always use my own username and password to access the school network and subscription services such as Purple Mash.

In order to help keep me and others safe, I know that the school checks my files and the online sites I visit. They will contact my parents/carers if an adult at school is concerned about me.

I will respect computing equipment and will immediately notify a trusted adult or member of Villa Real staff if I notice something isn't working correctly or is damaged.

I will use all communication tools such as email and blogs carefully. I will notify a trusted adult or a member of Villa Real staff immediately if I notice that someone who isn't approved by the teacher is messaging.

I will follow the remote learning policy set out by Villa Real School. When taking part in remote learning activities I will be kind and courteous to all involved, including staff, other students and parents. I will always try my best.

I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.

I will not take or distribute images of anyone without their permission.

I will immediately report any damage or faults involving equipment or software, however this may have happened.

I understand that work I save is covered by the privacy statement and under GDPR.

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, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that if I fail to comply with this acceptable use agreement, I may be subject to investigation. This could include loss of access to the school network/internet contact with parents and in the event of illegal activities involvement of the police.

Before I share, post or reply to anything online, I will T.H.I.N.K.

I understand that if I behave negatively whilst using technology towards other members of the school, my parents/carers will be informed and appropriate actions taken.

If I take school electronic equipment home, I will be careful to keep it safe and use it for school work only.

T= is it true?

h= is it helpful?

I = is it inspiring?

N = is it necessary?

K = is it kind?

ELECTRONIC DEVICES, MOBILE PHONE and SMART WATCHES CODE OF CONDUCT

Villa Real School recognises that on some occasions it may be helpful for a pupil/student to bring a mobile phone, an electronic device or smart watch into school, for instance: listening to music, relaxation, to support self-regulation and or if they walk to school unaccompanied or they are being collected by a different parent/carer. We believe that pupil/student use of a mobile phone during the School day can sometimes be inappropriate and this agreement outlines how pupil/student phones and other electronic devices in school will be managed within our school.

OUR PUPIL/STUDENT MOBILE PHONE & ELECTRONIC DEVICES CODE OF CONDUCT

- If a pupil/ student brings a mobile into school, this should be handed to the class teacher to be kept in a secure place until home time

- The School cannot accept responsibility for damage or loss of an electronic device or mobile phone brought into school
- We currently advise that the use of Smart Watches is not appropriate in school due to risks of loss and damage

However, should you wish for your child to use their Smart Watch during school hours, the texts, emailing and calls facilities must be disabled between the hours of 9.20am – 3.20pm

School staff are responsible that the above is adhered to at all times throughout the hours of the school day.

Parents/carers may want to look at the advice on www.internetmatters.org which explains how to add some parental/carer controls to the phone/electronic device and gives advice on how to keep children safe.

I agree to the guidelines set out in the Pupil/student Electronic Devices and Mobile Phone Code of Conduct 2021.

Pupil/student Name: _____

Parent/carer Name: _____

Date: _____

- As the parent/carer of the pupil/student I know that my child has signed this Acceptable Use Agreement and has received, or will receive, safe online education to help them understand the importance of safe use of digital technology, both in and out of school
- I understand that the School will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people 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
- I will encourage my child 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 online safety

SCHOOL POLICY

Digital technologies have become integral to the lives of pupils/students, 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. Pupils/students should have an entitlement to safe internet access at all times.

THIS ACCEPTABLE USE POLICY IS INTENDED TO ENSURE:

- That pupils/students 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 ensure that pupils/students will have good access to digital technologies to enhance learning and will in turn expect the pupils/students to agree to be responsible users.

Name of pupil/student:

Class: _____

Signed: _____

Date: _____

Parent/carer countersignature:

I agree to the guidelines set out in the Pupil/Student Acceptable Use Policy & agree to adhere to the guidelines set out in this policy.

Pupil/student Name: _____

Parent/carer Name: _____

Date: _____