



At Venture Multi Academy Trust we value the diversity of backgrounds of all pupils, families and wider school communities.

We promote the fundamental British values of; democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Our schools reflect British values in all that we do. We aim to nurture our children on their journey through life so they can grow into safe, caring, democratic, responsible and tolerant adults who make a positive difference to British society and to the world. We encourage our children to be creative, unique, open-minded and independent individuals, respectful of themselves and of others in our schools, our local communities and the wider world.

Key Stage Two Acceptable Use Agreement

The ICT facilities are provided to enhance the teaching and learning environment at our school.

The computers are maintained for the benefit of staff and all pupils, who are encouraged to use and enjoy these resources, and ensure they remain available to all. It is important that all pupils are aware of ICT good practice and the following guidelines:

Remember that access is a privilege, not a right and inappropriate use may result in that privilege being withdrawn and further disciplinary action.

Equipment

- Only use the ICT equipment when you have a suitable adult's permission.
- Always look after the computers so that your friends and others can benefit and enjoy using them too.
- Be Green - try not to waste resources such as paper. Printing can be very expensive so be careful to only print what you really need.
- Remember that the ICT equipment must only be used for schoolwork and homework.
- We are very fortunate to have extensive ICT facilities at our school so please do not bring your own mobile equipment (e.g. laptops, tablet PCs, mobile phones, wearables, cameras and other mobile devices etc.) into school without permission from a suitable member of staff.
- Please help to keep the ICT equipment clean by not eating or drinking near them.
- To help ensure that our school continues to comply with software licensing policies, pupils should not install, download, upload or store programs of any type on the computers.
- Only use removable media (such as CDs, flash drives etc.) that has been provided by your teacher.
- Report any lost or damaged equipment immediately to a suitable member of staff.

Security and Privacy

- Never tell anyone your passwords/ personal information, or log on as another user. If someone finds out your password you must report it immediately so it can be changed. (See Password Security Policy).
- The computers are setup so that it is not possible to alter your settings or bypass security, however never attempt to change the settings on the ICT equipment as you may put you or your work at risk.
- Like many schools, organisations and work-places, Network Management will review files and communications to ensure that users are using the system responsibly.
- Do not take or distribute images of anyone without their permission.

Internet

- The Internet can be great fun to use, when used safely. Lots of interesting information can be found, however, there are also parts of the Internet that are not suitable for children.
- An extremely effective filtering service is in place for Internet access, but it is impossible to guarantee that all inappropriate Websites are filtered.
- If you see or read anything whilst using the Internet that makes you feel uncomfortable, or you know is inappropriate you must tell a suitable adult straight away.
- A member of staff will always be near when you are using the ICT equipment at school, however, it is important that we all understand that we must never arrange to meet anyone unless your parent/guardian or teacher goes with you. People you contact online are not always who they seem. Never tell anyone personal information such as full name, address etc, unless you are given permission to do so.
- A suitable adult will let you know when it is time to access the Internet.
- Check with a suitable adult before copying pictures or articles from the Internet. We must be careful that we are abiding by copyright laws and cannot be accused of plagiarism.
- Remember that not all information available on the Internet is accurate. A suitable adult will help you determine which sites are reputable. The school takes no responsibility for the accuracy or quality of information obtained through the Internet.
- It should not be possible to enter Social Networking Websites in school, however, if you become aware that it is possible, tell a suitable adult straight away so that it can be filtered.
- As a school we would like to remind pupils that:
 - Some Social Networking Websites are unsuitable for children and have an age limit. (e.g. Snapchat and Instagram, which under 13 year olds are not supposed to use.)
 - Never accept people that you do not know as “friends”.
 - Make sure you check your Privacy and Location Settings. (Location services allow the device and the user to be tracked.)
 - Think very carefully before posting any comments that may offend other people, or photos that may embarrass yourself or others as anything posted online is very difficult to remove.
 - Never tell anyone you meet on the Internet personal information.
- Pupils are reminded that accessing websites which contain violent, racist or inappropriate content is unsuitable for children
- Watching videos and playing games can be fun. However there are age restrictions on these to keep you safe, (British Board of Film Classification/Pan European Game Information). Before trying to access these sites/games check with a suitable adult.
- When gaming turn off all chat features as this will help to protect you from inappropriate comments.
- I will not use the school systems or devices for online gaming, online gambling, internet shopping, file sharing or video broadcasting (e.g. Youtube).

Email and Messaging

- Only open messages if they come from someone you already know and trust.
- Do not open hyperlinks or any attachments unless you know and trust the person who sent the message.
- The use of strong language, swearing or aggressive behaviour is as anti-social on the Internet as it is on the street and is not permitted.
- The sending or receiving of a message containing violent, dangerous, racist or inappropriate content is classed as unsuitable for everyone and is strictly forbidden.
- I will report any unpleasant material or messages sent to me, to a member of staff or suitable adult immediately.



Key Stage Two Acceptable Use Agreement

To be completed by the pupil:

I have read and understand the above and agree to use the school computer facilities within these guidelines.

Name:

Class:

Date:

Signed: _____

To be completed by a parent/guardian:

I have discussed the ICT rules with my child and will support my child in the safe use of ICT systems and the internet. I have read and understand the above.

Name: _____

Signed: _____

Please detach and return this page to your Class Teacher or Office Staff ASAP