



**Where We
“Reach for the Stars”**

ACCEPTABLE USE POLICY

Date Reviewed: March 2018

Next Review Date: March 2021

Committee: Full Governing Body

NETWORK ACCEPTABLE USE AGREEMENT
(INCLUDING NETWORK, EXTRANET, INTERNET AND SCHOOL EMAIL)

As part of our Internet Safety Curriculum we want our pupils to feel safe at all times. We teach pupils to:

My Password

- Always keep my password a secret (although my parents may use the password from home to access the Extranet).
- Tell a responsible adult in school if I think that someone else knows my password
- Only use my own username and password.

Using the Internet

- Only use the Internet with permission and under adult supervision.
- Tell a responsible adult (in school or a parent) straight away if anything makes me feel scared or uncomfortable online.

Using Email and the Extranet

- Only use my school email account for school emails (no other email accounts).
- Make sure all messages I send are respectful.
- Only open or reply to messages from people that I know.
- Show a responsible adult if I get a nasty message, a message from somebody I don't know or get sent anything that makes me feel uncomfortable.
- Not reply to any nasty messages or anything which makes me feel uncomfortable.
- Only email people I know or those approved by a responsible adult.
- I understand that everything I do will have my name attached to it.

Personal Information

- Always keep my personal details private. (My name, family information, journey to school, address, my pets and hobbies are all examples of personal details).
- Not give my mobile phone number out at school
- Talk to a responsible adult before joining chat rooms or networking sites (at home).
- Always check with a responsible adult and my parents before I show photographs of myself
- Only show photographs of myself, with permission from a parent, and never of friends, brothers and sisters.

Other devices

- School does not allow the use of Smart watches or similar devices that allow photographs of others to be taken. These items will be taken away from the children and handed back to parents or carers

CASTLE BROMWICH INFANT AND NURSERY SCHOOL

ACCEPTABLE USE AGREEMENT (INCLUDING NETWORK, INTERNET, EXTRANET AND SCHOOL EMAIL)

PARENTAL AGREEMENT

Child's Name:

I have read and understood the school rules for responsible network, Internet, Extranet and email use and give my child permission to access all of the above based on these rules. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from using Internet facilities.

Signed (Parent/Carer):

Print Name:

Date:

PARENTAL CONSENT FOR PUBLICATION OF WORK OR PHOTOGRAPHS

I agree that, if selected my son/daughter's work may be published on the school website or on the school Extranet site. I also agree that photographs that include my son/daughter may be published subject to the school rule that photographs published on the public school website will not clearly identify individuals and that full names will not be used.

Signed (Parent/Carer):

Print Name:

Date: