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The Globe Primary
Learning For Life

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Executive Headteacher: Mrs L. Gould
Head of School: Mrs Y. Kidd

Friday 18th September 2020

Dear Parent /Carer

Re: Acceptable Use Policy

As part of our online safety strategy, all pupils must sign and agree to follow the conditions described in our Acceptable Use Policy when using the school network and accessing the Internet. Pupils that do not follow these rules may find:

- They are not allowed to use the computers,
- They can only use the computers if they are more closely watched,
- In some extreme cases, criminal prosecution.

A copy of the Pupil Acceptable Use Policy is attached to inform you of the school expectations of the young people in our care.

Pupils are shown how to use the resources available through the school's network by their teachers. It is the personal responsibility of every student to take all reasonable steps to follow the conditions set out in the policy. Pupils must also accept personal responsibility for reporting any misuse of the network to their class teacher. School staff will regularly check the network to make sure that it is being used responsibly.

Please discuss the Pupil Acceptable Use Policy with your child and complete the Google Form sent to you within this email to show your support of the school in this important aspect of our work. Please can we ask that this is completed by Friday 25th September 2020. If you do not return this form by then, unfortunately your child will not be able to use the ICT systems in School.

We hope you will support us by monitoring your children's use of technology at home and discussing with them how to stay safe whilst being a responsible digital citizen.

REAch2 ACADEMY TRUST

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Yours sincerely,

Mrs L Gould

Executive Headteacher

Mrs Y Kidd

Head of School

Rules of Acceptable Use of the Computers

Reception/ KS1 Pupils

When using the internet

Think before you click

S — I will only use the *Internet* when I have an adult's permission.

A — I will only click on icons and links when I know they are safe.

F — I will only send friendly and polite messages.

E — If I see something I don't like on a screen, I will close it down and tell an adult immediately.

Rules of Acceptable Use of the Computers

Key Stage 2 Pupils

The Academy has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- Ø I will only access the system with my own login and password, which I will keep secret. I will let the ICT Technician know if I need to change my password.

- Ø I will not access other people's files.

- Ø I will only use the computers for schoolwork and homework.

- Ø Pupils should not download and use material or copy and paste content which is copyright. (Most sites will allow the use of published materials for educational use. Teachers will give guidelines on how and when pupils should use information from the Internet).

- Ø I will not bring in memory sticks or disks from outside the Academy unless I have been given permission.

- Ø I will ask permission from a member of staff before using the Internet.

- Ø I will only e-mail people I know or my teacher has approved using the Academy network. I will only use my Academy e-mail account.

Ø   The messages I send will be polite and responsible.

Ø   I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission.

Ø   I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself.

Ø   I understand that the Academy may check my computer files and may monitor the internet sites I visit.