



Sandford Primary School Acceptable Use Policy - September 2023

1. Pupils must obtain the permission of parents/carers before they can be allowed to use the internet or education email service. The parental permission form must be signed and returned to the school.
2. Pupils should only use the school computer systems for those activities and services (internet and email), which they have been given permission to use.
3. Pupils must only use the school computers with the permission and under the supervision of a member of staff.
4. Activities which use the internet during taught lessons will be directly related to school work. Use of the internet outside of taught lessons is at the discretion of a member of staff who will set guidelines and rules for its use.
5. Pupils must only use the username and password (if used by the school) that they have been given.
6. 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.
7. The internet access provided in Somerset primary schools is filtered to stop access to unsuitable material. As no filtering system can be 100% effective, it is important that parents are aware that users of the system are required to act responsibly. Under no circumstances should pupils attempt to view, upload or download any material that is likely to be unsuitable for children or schools. Pupils have a responsibility to inform the member of staff supervising them if they have accidentally accessed inappropriate material.
8. Pupils will be taught to respect the privacy of files of other users. They will be taught not to enter, or attempt to enter without permission, the file areas of other pupils or staff.
9. Parents are asked to explain the importance to their child of these rules for the safe use of the internet and to sign and return to the school the parental permission form.

Failure to comply with these rules will result in one or more of the following:

- A ban, temporary or permanent, on the use of the internet at school.
- A letter informing parents of the nature and breach of rules.
- Appropriate sanctions and restrictions placed on future access to school facilities to be decided by the school.

If you do not understand any part of this policy, please ask Mrs Richardson for guidance. You should only sign the parental permission form when you have read, understood and explained the importance of these rules to your child.