



Athena Learning Trust

Trust-wide

Older Students IT Acceptable Usage Policy

Review

Reviewed on: 20 October 2023

Reviewed by: Board

Review Period: 3 years



Acceptable use of the schools IT facilities and internet; agreement for pupils and parents/carers	
Name of pupil:	
<p>When I use the school's IT facilities (like computers and equipment) and get on the internet in school, I will:</p> <ul style="list-style-type: none">● Use the IT facilities for educational purposes● Use the IT facilities responsibly and be polite to other users.● I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.● Take appropriate care when opening any attachments or following links in emails.● Keep my password secret and not share it with anyone else or log in to the school's network using someone else's details.● Treat the school's IT facilities with respect. <p>I will not:</p> <ul style="list-style-type: none">● Use the IT facilities to break school rules.● Access any inappropriate websites or attempt to circumvent school systems.● Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity).● Use any inappropriate language when communicating online, including in emails.● Bully other people.● Share personal information about me or others online.● Take or share photos of others without their permission. <p>I understand that the school will monitor the websites I visit and my use of the school's IT facilities and systems. I understand that the school can discipline me if I do certain unacceptable things at school or online, away from school.</p>	
Signed (student):	Date:
<p>Parent/carer agreement: I agree that my child can use the school's IT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's IT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.</p> <p>When communicating with the school via official communication channels, or using private/independent channels to talk about the school, I will:</p> <ul style="list-style-type: none">● Be respectful towards members of staff, and the school, at all times● Be respectful of other parents/carers and children● Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure <p>I will not:</p> <ul style="list-style-type: none">● Use private groups, the school's Facebook page, or personal social media to complain about or criticise members of staff. This is not constructive and the school can't improve or address issues if they aren't raised in an appropriate way● Use private groups, the school's Facebook page, or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident● Upload or share photos or videos on social media of any child other than my own, unless I have the permission of other children's parents/carers	
Signed (parent/carer):	Date: