EMMANUEL CE MIDDLE SCHOOL

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ACCEPTABLE USE POLICY: ICT PUPIL CONSENT

At Emmanuel Middle School we believe in promoting greater use of technology for learning. We want you, as pupils, to be confident when using technology. We want you and your family to have skills that allow you to use the internet and modern technology in many different ways, and to be ready for the future. To do this we must make sure that you are safe when using online technology and that you use it responsibly.

As a pupil at Emmanuel Middle School we expect you to:

- take responsibility for your own use of technology, making sure that they use it safely, responsibly and legally
- take part in our e-safety education and training each year as part your taught computing lessons
- use your personal communication devices (for example mobile phones) responsibly and never use them to bully or harass anybody else in any way
- use our services properly and never do anything that would embarrass or upset the school, or anybody who works here
- report any wrong use of technology, including the unacceptable behaviour of others
- respect the safety features of our system. You must not try to break them, hide your name or identity, or try to gain access to things that you should not be looking at
- report problems with any safety features that may allow things to go wrong sometimes
- protect your passwords and personal network logins. You should log off the network when leaving your computer. It is unacceptable to access, change or destroy any one else's work or harm their privacy
- use our resources responsibly. You should not do things on the network that wastes staff time to fix, causes the system to crash or slows it down
- know that all network activity and online communications are monitored, including any personal and private messages made via the school network
- be aware that if we suspect unacceptable use of our system we may create an 'e-safety incident' and investigate. We have the power to check and confiscate personal technologies like mobile phones
- be responsible for reading and following the rules of our AUP
- understand that we are always checking to make sure that the AUP is working properly and up to date
- respect the feelings, rights, values, work and property of others
- seek help from a trusted adult if things go wrong, and support others who may need help with e-safety issues
- discuss e-safety issues with your parents and carers in an open and honest way
- have fun and stay safe when using modern technology

MOBILE COMMUNICATIONS POLICY

Mobile phones may be brought to school but are subject to the following conditions. This also includes all web-enabled devices brought onto the school premises (i.e. smartphones or tablets):

1	All mobile phones will be collected at the beginning of the school day and securely held by the office staff. They will be handed back at the end of the school day
2	Mobile phone use is not permitted in lessons or at extra-curricular events e.g. school discos or concerts/performances
3	Taking photos or videos on mobile phones is not permitted on school premises

e-Safety Sources of Support and Information

www.swgfl.org.uk
www.thinkuknow.co.uk
www.ceop.police.uk
www.childnet.com
www.iwf.org.uk
www.childline.org.uk

Further Information:

A full copy of the **Emmanuel Middle School Acceptable Use Policy** is available from the school website or on request.

Please confirm on the Admission Form that your child has read and understood the above and they agree to abide by these rules.

May 2023