



Westbourne School

Westbourne Road, Sheffield, S10 2QT (Tel: 0114 266 0374)

Junior School ICT Acceptable Use Policy (AUP)

Parents and children are asked to fill in the agreement form, this will arrive by email to parents, your response will be automatically received at Westbourne School.

Children must learn to use computers properly, at school and at home. Read these sentences with a parent/guardian so you know what you should do.

- I will only use school computers for school work.
- I will always ask permission before using someone else's computer, tablet or phone.
- I will keep my password secret.
- I will only go on websites and apps that I have been asked to use by a teacher or parent.
- I will only send messages and e-mails about school work. If my message isn't nice, I won't send it.
- I will be careful not to drop laptops and phones or damage computers.
- I will save paper and ink, I will not print if I don't need to.
- I will not eat or drink when using computers.
- If I don't know what to do I will ask a teacher or parent/guardian for help.
- I understand there will be consequences if I ignore these rules.

I will follow these rules on all computers, mobile phones, tablets, laptops, electronic storage devices, smart watches and other wearable technology.



Teachers can see what you do on the computers in school.

Your behaviour online can be punished in school, even if you aren't in school when you do it.

Learning At Home

If you have to learn at home, do your best to follow these rules:

- I will go online at normal school time.
- I will do my best to do all of my school work.
- I will be polite when taking part in video calls.
- If I don't know what to do I will ask a parent/guardian for help.
- I understand that my teacher can tell a parent/guardian if I ignore the rules.

If a student does not have access to the equipment required to access their school work from home, a parent/guardian should contact the school.

Agreement

Please review the above ICT Acceptable Use Policy (AUP). You will be sent an electronic form in a separate email. Please follow the link in the email to fill in the form. In the form you will be asked to agree to the following statements:

Student

I accept the above policy:

I have read the rules in the Westbourne ICT AUP. I understand my responsibility as a computer user and I know what will happen if I break the rules.

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Junior School Westbourne ICT AUP and, having understood the rules, I grant permission for my child or the child in my care to use any technology and access the school network. I understand that the school network is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide online safety but the school cannot be held responsible if students act in breach of this policy. I further understand that wilful violation of the policy will result in disciplinary action.