



Dim ond y gorau a dderbyniwn Accept only the best for ourselves

Dear Parents/Guardians,

Acceptable Use Policy Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context; it is also an essential part of learning, as required by the Curriculum for Wales. Young people should have an entitlement to safe internet access at all times.

Every pupil from Year Nursery to Year 6 will have an e-mail account on HWB. They will be able to access their HWB+ account in school and at home. Children will be taught the importance of e-safety throughout the year.

Mindful of the problems there are with children gaining access to undesirable materials, we have taken steps, along with the Local Authority, to deal with this. Together, we will ensure that all reasonable measures are in place to ensure that offensive or inappropriate material is not accessible via the school Internet connection. Our Internet access is supplied by Ceredigion County I.T services Division and it has a built in filtering system that restricts access to inappropriate sites. All our screens are in public view and an adult always supervises children's access.

No system is perfect and you should be aware that it is not possible to remove entirely the risk of finding unsuitable material. We have been asked by the LEA to inform you of the rules which the children are expected to follow to help with our precautions.

I would ask you to look through these rules and discuss them with your child and then return the signed form to school.

Please remember that we are now on Twitter and Instagram. Updates, pictures and information will be added regularly on here. Follow us on @Plascrug

Yours sincerely

Mrs. C Macy



Internet Agreement

1. For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush - I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

2. I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

3. I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

4. I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my personal hand held / external devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I will immediately report any faults or damage to equipment or software, however this may have happened.

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission and at the times that are allowed such as HWB+.

5. When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

6. I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
 - I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, time out, contact with parents and in the event of illegal activities involvement of the police.
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I have read through this agreement with my child and agree with this acceptable use policy. Please return to your class teacher as soon as possible.

Name of pupil and class: _____

Signed:

(Pupil)

Signed:

(Parent/guardian)

Photograph Policy

Please circle below

I am willing/not willing for my child's picture to be used in the media (for example, school website, Twitter or the Cambrian News.