

Bradbury School Learning Technology Acceptable Use Policy

Introduction

Bradbury School values the use of technology and strongly encourages its students and teachers to find and use creative, effective and efficient ways to support students learning through the use of technology, both in and out of the classroom. To ensure a safe and secure learning experience whilst using these technologies, we need to ensure that all members of the school community are aware of what are, and are not acceptable uses of technologies. Please read and discuss this with your child.

Things to remember to help us use technology responsibly and safely

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| <ul style="list-style-type: none">• Check with your teacher before printing• Please do not print directly from the internet• Respect yourselves, others and property• Keep food and drink away from all equipment• Report any problems to your teacher | <ul style="list-style-type: none">• Keep your passwords private• Send appropriate messages to friends• See your teacher if you enter a bad website accidentally• Let an adult know if you experience anything worrying.• Be patient – computers need time too! |
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To maintain a safe and secure learning environment, students must

- log on with your own account and not access another person's files or resources
- play only educational games at school unless specifically allowed by your class teacher
- use acceptable and appropriate websites
- use only chat rooms that you have been given permission to by your class teacher
- treat others with respect and not attack, threaten or bully another student via the internet
- not plagiarise i.e. present anybody else's work as your own
- not forward or send any content not directly associated with your learning (e.g. advertisements, games, pictures)
- not attempt to access any areas of the school network you do not have permission to visit

Sanctions

The following procedures will be followed when any of the rules above are broken.

1. In the first case, children will be given a warning by the class teacher and reminded of the rules governing Internet access.
2. If a child breaks any rule for a second time, the SLT member responsible for the year group will give the child a final warning and inform the child's parents.
3. If a rule is broken for a third time by the same student, the child's parents will be informed by the Principal and the child's Internet privileges will be withdrawn for a specified time. Serious breaches may incur payment for the cost of repairs, suspension or exclusion.

Agreement – "I accept the above policy"

Name of Student: _____ **Class:** _____

Student Signature: _____ **Date:** _____

Name of Parent/Guardian: _____

Parent/Guardian Signature: _____ **Date:** _____

To be returned to the class teacher once agreed and signed.