

## IT Acceptable Use Policy (EYFS & KS1)

### Policy Monitoring, Evaluation and Review

This policy is effective for all schools within The Mead Educational Trust, the Teaching School, the SCITT and all other activities under the control of the Trust and reporting to the Trust Board. Employees not based in a school should substitute 'Principal' with CEO or appropriate representative.

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<b>Author:</b>	Grahame Smith
<b>Ratified by:</b>	Executive Team
<b>Date ratified:</b>	March 2023
<b>Review date:</b>	January 2024

### Revision History:

Version	Date	Author	Summary of Changes:
1.0	January 2023	GSM	New policy/removal from Online Safety policy appendix

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## 1 Acceptable Use Policy (EYFS & KS1)

I will follow these rules to keep me safe:

- I will not damage any school ICT equipment.
- I will not eat or drink while using the ICT equipment.
- I will only use the school's computers for my school work or homework.
- I will keep my logins and passwords secret
- I will only use school equipment to create pictures, video and sound. Pictures, video and sound will not be taken without asking permission first.
- I will only use the internet when an adult says I can.
- When using video chat software I will ensure that I follow school rules for safe use.
- I will turn off the monitor (screen) if I see something that I feel uncomfortable with or upsets me; then I will tell my teacher straight away.
- I will not say nasty or hurtful things about any member of staff or pupil online.
- I will not try and get to any websites that the school has blocked access to, or try to look for, or save anything, that is unpleasant.
- I will not give away my personal details (full name, age, birthday, school, address etc.) or the personal details of other users in school, over the internet. This includes photographs or images of me, other pupils or members of staff.
- I know that my use of ICT can be checked and that my parent/carer will be contacted if a member of school staff is concerned for my safety.
- I will not share photos or videos of anyone without permission.

## 2 Review of policy

- 2.1 This policy is reviewed as required by the Trust. We will monitor the application and outcomes of this policy to ensure it is working effectively.
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## 3 Appendix A - IT Acceptable Use Policy

IT Acceptable Use Policy for EYFS & KS1	
<b>Pupil name (print name):</b>	
<b>Pupil (EYFS &amp; KS1) user Agreement:</b> I have read and understood the rules outlined in the Trust's IT Pupil Acceptable Use Policy (FS & KS1).  I will use the IT equipment in a responsible way in accordance with the rules set out in this policy.	
<b>Parent name printed:</b>	<b>Class:</b>
<b>Parent signed:</b>	<b>Date:</b>