

Acceptable Use of IT Policy Agreement – Lower Prep Pupils

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use of IT Policy Agreement is intended to ensure:

- that Radnor House Sevenoaks pupils will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that Radnor House Sevenoaks school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Parents/carers should also read this policy and countersign with their child (on page 2), stating that they understand the terms of this agreement and the standards that their child is required to uphold with regards the acceptable use of the school IT systems, network and equipment. If parents/carers or pupils have any further queries regarding this policy, they should contact the DSL, who is Head of Online Safety. For further information, please see the school's Online-safety Policy and other relevant policies on the school website (e.g. Safeguarding, Remote Working, Anti-bullying, Behaviour, etc.)

Acceptable Use of IT Policy Agreement

Radnor House allows children to access a variety of computing devices when learning. The following rules are in place to ensure everyone is safe and to help them understand our digital world.

1.	I only USE devices or apps, sites or games if a trusted adult says so	✓
2.	I ASK for help if I'm stuck or not sure	
3.	I TELL a trusted adult if I'm upset, worried, scared or confused.	
4.	If I get a FUNNY FEELING in my tummy, I talk to an adult.	
5.	I look out for my FRIENDS and tell someone if they need help	
6.	I KNOW people online aren't always who they say they are.	
7.	Anything I do online can be shared and might stay online FOREVER .	
8.	I don't keep SECRETS or do DARES AND CHALLENGES just because someone asks me to.	
9.	I don't change CLOTHES in front of a camera.	
10.	I always check before SHARING personal information.	
11.	I am KIND and polite to everyone.	

My trusted adults at school are:

My trusted adults at home are:

My parent/carer and I have signed to say we have read and agree with the Radnor House Acceptable Use Policy and promise to adhere to the rules:

Signed by child: _____ Date: _____

Signed by parent/carer: _____ Date: _____



Parents/carers and pupils should complete the sections on this page to show that they have read, understood and agree to the rules included in the Acceptable Use Agreement. If this agreement is not signed and returned, access will not be granted to school systems and devices.