



Moss Hey Primary School Acceptable use of Technology Policy

**Reviewed Autumn 2017
Next review Autumn 2020**

The Moss Hey Primary School Network was established for the educational use of Moss Hey pupils and staff. The Network is linked to the Internet using an Internet service provider. Part of our responsibility in preparing children for the 21st century is to provide them with access to these tools that they will use as adults.

The purpose of the Acceptable Use of Technology Policy is to make sure you understand our policies for using the Network, the Internet, and e-mail.

Access to the Network, the Internet, and e-mail is a privilege, not a right. Pupils must agree to act in a responsible and considerate manner and comply with the following policies to ensure a positive technology experience for all students as well as ensure the privilege of continued use of our Network and Internet resources. At Moss Hey Primary School students will only have access to e-mail through a class account so that their communications can be supervised.

To Parents: In order to ensure compliance with the Children's On-line Privacy Protection Act ("COPPA"), a signed copy of this policy must be on file for each Moss Hey student before that student can access and use the Moss Hey Network.

Rules to be followed when using the Network, Internet and e-mail at Moss Hey School:

1. I will get teacher permission before I begin using the Network, Internet, or e-mail, and I will follow all rules set up by my teacher.
2. I will not use my email account from school.
3. I will only visit web sites directly related to my school assignments.
4. I will list the sources of all information and images used in my reports and I will respect copyright laws.
5. I will always use appropriate, polite language on the Internet and e-mail.
6. I will not send, download, or display offensive or inappropriate messages or pictures.
7. I will never give out my last name, phone number, home address or home e-mail address (for example, on "ask-an-expert" sites, surveys, or e-mail).
8. I will tell a teacher immediately if I come across something that I think is inappropriate or wrong.
9. I will get permission before saving (downloading) files, and I will only download to my flash drive unless I have permission to do otherwise. I will not download any games.
10. I will not damage any computers, computer systems, or computer accessories.
11. I will not use my home e-mail account or commercial service provider (AOL, Yahoo!, etc.) while at Moss Hey School.
12. I will not use any social media sites in school.
13. I will not trespass in other people's folders, work or files.
14. I will not use other people's network account passwords or e-mail accounts. Violations may result in:
 - A loss of access to the School's Network, the Internet, and e-mail account.
 - Additional disciplinary action may be determined in line with existing school rules regarding inappropriate language or behaviour.

To gain access to the Moss Hey Network, the Internet, and e-mail, all students must read and discuss this policy with their parents, sign it, and return it to their classroom teacher. If you have any questions about this policy, please contact the Headteacher.

**Moss Hey Primary School
Technology Acceptable Use Policy**



Student Section

I have read the Moss Hey School Network/Technology Acceptable Use Policy and discussed it with my parent or guardian. By signing this contract, I agree to follow the rules contained in the Policy.

I understand that if I don't follow the rules, I may not be permitted to use the Network, Internet or e-mail, and I may face other disciplinary action.

Student Name (please print) _____

Class _____

Student Signature Date _____

Parent or Guardian Section

As a parent or legal guardian of the student signing above, I have read this Network/Technology Acceptable Use Policy and discussed it with my child.

I grant permission for my child to access networked computer services at Moss Hey Primary School, such as their Moss Hey e-mail account and the Internet.

I further grant permission for the School to collect, use and disclose personally identifiable information about my child, in accordance with the School's Data Protection Policy as a result of their access to and use of the Network, Internet and Moss Hey e-mail account.

I understand that the Moss Hey computing resources are designed for educational purposes.

I also understand that it is impossible for Moss Hey Primary School to restrict access to all controversial materials, and I will not hold it responsible for materials acquired on the Internet.

I understand that my child will face disciplinary action if they violate the Moss Hey Primary School Acceptable Use Policy.

Parent/Legal Guardian Name (please print) _____

Parent/Legal Guardian signature _____

Date _____

Please return this form to
your class teacher, or the school office.