



ST. GEORGE
MADRID



International
Schools
Partnership

ACCEPTABLE USE (ICT) POLICY

 ST. GEORGE MADRID	ACCEPTABLE USE (ICT) POLICY	<i>Last updated: 06.06.26</i> <i>Most recent update by:</i> <i>Paul Crouch (Headteacher)</i> <i>Next review due:</i> <i>June 2027</i>
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This Acceptable Use Policy is intended to ensure that:

- Students will be responsible users, and stay safe, whilst using the Internet and other communication technologies for educational, personal and recreational use.
- The School systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

For my own personal safety:

- I understand that the school monitors my use of the systems, devices and digital communications.
- I will treat my username and password with great care. If I believe that another person knows my username and password I will change my password immediately.
- I will follow 'good practice' advice in the creation and use of my password.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable if I see it online.

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

- I will only use the school systems and my devices for educational purposes, I will not use them for personal or recreational use, I will not use social media sites, YouTube or gaming sites unless I have permission.
- Before leaving a computer I will log off the network and check that the logging out procedure is complete.

Respecting others:

- I will not make inappropriate use of the messaging facilities, such as sending bulk messages or chain mails.
- I will not send or exchange material of an undesirable or illegal nature.
- I will not try to upload, download or access any materials which are illegal, inappropriate or may cause harm or distress to others.
- I will not post any material on any site that is likely to cause offense or needless anxiety to other people or bring the School into disrepute

- 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 not send or publish material that is protected by copyright law. This includes materials using video conferencing or web broadcasting.
- I will be polite and responsible when I communicate with others. I will not send electronic communications which are impolite, indecent, abusive, discriminatory, racist or in any way intended to make the recipient feel uncomfortable.
- I understand that any case of e-bullying will be treated as bullying and the appropriate action will be taken by the school.
- I will not take or distribute images of anyone without their permission.
- I will not attempt to spread computer viruses
- I will not introduce a USB or other mobile storage device into the network unless I have permission from a member of staff
- I will not install or attempt to install or store programmes of any type on any school device
- I will immediately report any damage, security problem or faults involving equipment or software, however this may have happened.
- I will not attempt to gain access to the server
- I will not open any hyperlinks in messages or any attachments, unless I know and trust the person/organisation who sent the message, or if I have any concerns about the validity of the message (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not try to alter computer settings.
- I will only use my mobile devices in school if I have permission and in line with school policy as outlined below:
 - for Year 6 and below – no devices are to be brought into school (including mobile phones)
 - for Years 7-13 – Tablets or laptops should be brought to school each day. Phones could be brought to school, but not to be seen and not to be heard. Phones can be used in lessons but only with permission from teachers.
 - if I use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I were using school equipment and I will attach my device to the school network only by using my own designated wifi code
 - I understand that the School is not responsible for the loss or damage, however caused, to any of my mobile devices or their contents unless the damage occurs whilst the device is stored centrally in the school office.

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

- I understand that the information that I put on the school's learning platform, the messages that I send and the websites which I visit are **not** private and may be inspected as part of the normal monitoring of network use, or if there is reason to believe that an offence has been committed.

- I understand that if I fail to comply with this Acceptable Use Policy, I will be subject to disciplinary action.
- 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 (for example: cyber-bullying, unauthorized or illegal use of images or personal information).

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Policy. If you do not sign and return this agreement, access will not be granted to school systems and devices.

Name of student	
Form	

I confirm that I have discussed this policy with my child and they understand the contents and the possible consequences of any inappropriate actions.

Name of parent	
Signed	
Date	

Acceptable Use Policy Agreement: Student (EYFS-KS2)

This is how we stay safe when we use computers:

- I will ask a teacher or adult if I want to use a computer
- I understand that school can see what I do on the computer using my school account
- I will only use activities and programs that a teacher or adult has told or allowed me to use
- I will take care of the computer and equipment
- I will ask for help from a teacher or adult if I am not sure what to do, or if I think I have done something wrong
- I will tell a teacher or adult if I see something that upsets me on the screen
- I know that if I break the rules, I might not be allowed to use a computer
- I will use my own username and password. I will not share my login details
- I will make sure I log out of my account when I am finished

- I will not share personal details about myself, family, friends or peers. Including names, addresses, email addresses, telephone numbers, age, gender, school details, financial details etc.
- I will be aware of 'Stranger Danger' online and let a teacher or adult know if someone I don't know contacts me
- I will ask a teacher or adult to supervise me when reading, writing and sending emails
- I will ask an adult to supervise me when I am learning on Frog
- I will be polite and respectful if I am using the messaging function on Frog

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