

Acceptable Use Agreement – Key Stage 2



Acceptable Use Policy Agreement

I understand that I must use the school ICT system in a responsible and safe way.

For my own personal safety:

- I understand that the school will monitor and check my use of the IT equipment and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. If I cannot log in I will use a temporary log in for a pupil.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, where I go to school)
- If I arrange to meet people in real life that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately tell an adult at school or at home, if I see any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable.

I understand that everyone has a right to use technology and:

- I understand that the school IT equipment is for learning; I will only use it with permission, and that I will not use it for personal use unless I have permission.
- I will not use the school IT equipment for on-line gaming, file sharing, or video broadcasting (e.g. YouTube), unless I have permission from a member of staff.

I will act as I expect others to act toward me:

- I will not use technology to bully any other pupil and will report any cyber bullying to an adult in school or my parent at home.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I understand that others may have different opinions to me.
- I will not take or use photos of anyone without their permission.

I recognise that the school has to keep the equipment secure and:

- I will only use my own personal devices (mobile phones / USB devices/ wearable technologies etc.) in school if I have permission and I will follow these rules in the same way as if it was school equipment.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet for research or learning, I recognise that:

- I should make sure that I have permission to use other people's work in my work.
- When I am using the internet to find information, I should take care to check that the information that I use is accurate.

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

- I understand that the school will take action if I am involved in incidents outside of school of inappropriate behaviour (e.g. cyber-bullying, use of photos or personal information).
- I understand that if I break the rules of this agreement there will be consequence which may include not being able to use school IT equipment, contacting my parents and in the event of illegal activities, involvement of the police.

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

Pupil Acceptable Use Agreement Form

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, you cannot use the school IT equipment.

I have understood these rules and agree to follow them when:

- I use the school IT equipment (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of school in a way that is related to school e.g. communicating with other members of the school, website etc.

Name of Pupil

Class

Signed

Date

Parent / Carer Countersignature

Parent/carers' agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed

Date