

Appendix 2: KS2 Acceptable Use Agreement (pupils and parents/carers)



ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

I have read, understand and agree to follow the rules in the acceptable use agreement policy. When I use the school's ICT systems (like computers and tablets) and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address, telephone number, school to anyone without the permission of my teacher or parent/carer
- Be polite and responsible when I communicate with others
- Tell a teacher (or sensible adult) immediately if I find any unpleasant or inappropriate material or messages which might upset, distress or harm me or others
- Look after the school IT equipment and immediately report any damage or faults involving equipment or software, however this may have happened
- Always log off or shut down a computer when I've finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites, video broadcasting (e.g. YouTube), unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any aggressive or inappropriate language when communicating online, including in emails and understand that others may have different opinions to me
- Create, link to or post any material that could be considered inaccurate, offensive or inappropriate
- Share personal information about other people
- Take or use photos of anyone without their permission.
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into school:

- I will hand it in at the office on entering the school grounds.
- I will not use it during school time, at after school clubs or during other activities organised by the school, without a teacher's permission

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 agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules. This may include not being able to use school IT equipment, contacting my parents and in the event of illegal activities, involvement of the police.

Signed (pupil):

Date:

Parent/carer's 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 (parent/carer):

Date: