

# KS2 Pupil Acceptable Use Agreement



## Policy

*New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications 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 Policy is to ensure:

- that our pupils will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- that school computing systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk

The school will try to ensure that pupils will have good access to computing to enhance their learning however, we do expect the pupils to agree to be responsible users.

## **Acceptable Use Policy Agreement**

I understand that I must use school ICT/computing systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the Computing systems and other users.

### For my own personal safety:

- I understand that the school will monitor my use of the computing systems and other digital communications on the school equipment.
- I will not share my username and password with anyone or try to use any other person's username or password.
- I will be aware of "stranger danger", when I am communicating online.
- I will not disclose or share personal information about myself or others when online.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online to an adult I trust.
- I understand that everyone has equal rights to use technology to support our education
- I understand that the school computing systems are for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- 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 be polite and responsible when I communicate with others online, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images or videos of anyone without their permission.

### I understand that the school has a responsibility to keep the technology secure and safe:

- I will not use my personal devices (mobile phones/ USB devices etc) in school.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs, apps or software that might allow me to bypass the filtering/ security systems in place to prevent access to such materials.

- I will immediately report any damage or faults involving equipment or software, however, this may have happened.
- I will not try to open any attachments to emails, unless I know and trust the person/ organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programs/apps.
- I will not install or attempt to install programs/apps of any type on a machine, or store program on a computer, nor will I try to alter computer settings.
- I will not try to use chat and social networking sites in school.

When using the internet for research for my schoolwork, I understand that:

- I should ensure that I have permission to use the original work of others, In my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information I find is accurate, as I understand that the work of others may not be correct.

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

- I understand that the school could take action against me if I am involved in incidents or inappropriate behaviour that are included in this agreement, when I am out of school as well as in school. Examples of this are: cyberbullying, sending/ receiving inappropriate images and misuse of personal information.
- I will only use age appropriate games and social media apps.
- If the school is made aware about any inappropriate comments, photos or videos posted by me online through any digital devices (even when at home), then the school will contact the parents/carers and may confiscate the digital device.
- I understand that if I do not follow this Acceptable Use Policy Agreement, it will lead to disciplinary action. This may include loss of access to the school network/ internet, loss of privileges e.g. playtime, parents/carers will be contacted in the event of illegal activities there may also be involvement of the police.

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Signed (pupil): \_\_\_\_\_ Date: \_\_\_\_\_