

# Pupil Acceptable Use Agreement

## (for pupils in Years 4 - 6)

### School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These 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 Usage Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the *pupils* to agree to be responsible users.

## KS2 Pupil Acceptable Usage Agreement Form

This form relates to the *pupil* Acceptable Usage Agreement, to which it is attached.

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

I have read and understand the attached and agree to follow these guidelines when:

- I use the *school* systems and devices (both in and out of school)
- I use my own devices in the *school* (when allowed) e.g. USB devices, CDs, cameras etc.
- I use my own equipment out of school in a way that is related to me being a member of this *school* eg; communicating with other members of the school, accessing school email, messaging, websites etc.

Name of Pupil: .....

Signed: .....

Date: .....

Parent/Carer Countersignature .....

Date: .....

# Acceptable Use Policy Agreement

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

For my own personal safety:

- I understand that the *school* will monitor my use of the computer systems/internet.
- I will keep my username and password safe and secure – I will not share it and will not try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details etc )
- If I arrange to meet people off-line, that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages, or anything that makes me feel uncomfortable, when I see it on-line.

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

- I understand that the *school* systems and devices are only meant for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not use the *school* systems, or devices, for any unauthorised activities (e.g. on-line gaming, internet shopping or file sharing), unless I have permission of a member of staff to do so.

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

- I will respect other children's work and will not access, copy, remove or otherwise alter any other child's files, without their knowledge and/or permission.
- I will be polite and responsible when I communicate with others - 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 of anyone without their permission.

I recognise that the school has a responsibility to maintain the computer systems/ internet access it offers me and to ensure the safe, smooth running of the *school*:

- I will only use my own personal devices (USB sticks/CDs etc) in school if I have permission (In accordance with the Mobile Devices Policy). I understand that, if I do use my own devices in the *school*, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.

- 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, and I will not try to use any programmes 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 open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/ organisation who sent the email, or if I have any concerns about the safety of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or store programmes of any type on any school device and I will not try to alter computer settings.
- I will not access social media sites in school.

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

- I should make sure 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 will take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

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

- 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 (examples would be online-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Usage Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/ internet, suspensions, contact with parents and in the event of illegal activities involvement of the police.

**Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Usage Agreement.**

**If you do not sign and return this agreement, access will not be granted to school systems and devices.**