

Pupil Acceptable Use Policy Agreement – Key Stage 2

This Acceptable Use Policy

We endeavor to teach our children to be responsible users of ICT and provide them with the guidance necessary to keep them safe when using online technologies. The school will try to ensure that our children will have good access to ICT to enhance their learning, but in return will expect the children to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use the school's ICT resources in a responsible manner, to make sure that I keep myself and others safe whilst working online.

Personal Safety

- I will keep my passwords safe and will not use other people's passwords
- I will be aware of "stranger danger", when working online.
- I will not share personal information about myself or others when on-line.
- I will not upload any images of myself or of others without permission
- I will not arrange to meet up with people that I have communicated with online.
- I will immediately report any inappropriate material, messages I receive or anything that makes me feel uncomfortable when I see it online.
- I will learn how to use the '*thinkuknow*' web site to keep myself safe.
- I will report any bad behaviour by telling a responsible adult and will learn about using the CEOP Report button.
- I know that the school can look at my use of ICT and what I use online

ICT Property and Equipment

- I will respect all computer equipment and will report any damage or faults.
- I will respect others' work and will not access, copy, move or remove files.
- I will not use mobile phones/USB devices in school without permission.
- I will not use any programs or software without permission.
- I will not use or open email, unless I know and trust the person or organisation.
- I will not install programs or alter any computer settings.
- I will only use approved and moderated chatrooms or social networking sites with permission from a responsible adult

Cyber Bullying

- I will be polite when I communicate with others
- I know not to do online what I wouldn't do offline like in the playground
- I will not use inappropriate language or make unkind comments
- I appreciate others may have different opinions
- I will not upload or spread images of anyone

The Internet

- I understand that I need permission to be on the Internet.
- I will not fill in any online forms without adult permission
- I will not use any sites I've not had permission to use, this includes social media sites that I'm not old enough to use
- I will learn about copyright laws and make sure I acknowledge resources
- I will not upload or download images, music or videos without permission
- I will check that the information that I access on the internet is accurate, as I understand that the internet may not be truthful and may mislead me.

Mobile Phones

- I know that mobile phones are not allowed to be used during the school day and are advised to be left at home.
- If consent has been given then mobile phones are switched off / silent and kept in my school bag or in the office at all times during the school day.
- Permission by the teacher will be given to me if I can use a mobile phone in school or take it on a school visit.
- I know not to use text, voice messages, take images or use any internet connection to bully, upset or shock anyone in and out of school.
- I know that no images or videos should be taken on any mobile phones or personally-owned mobile devices without the consent of the person or people it involves.
- I know that the school is not responsible for any loss or damage to my mobile phone or any device I bring onto the school site.
- I understand that the school have a right to confiscate, search and keep any evidence on any mobile devices I bring into school.
- I know that I should protect my phone number by only giving them to trusted friends and family.

Outside of the School Community

- I understand that this agreement is for in and outside the school
- I know there will be consequences if I am involved in incidents of inappropriate behaviour covered in this agreement

All pupils need to sign in the boxes below to show that they have read, understood and agree to the Pupil Acceptable Use Agreement.

I understand the Pupil Acceptable Use Agreement for using technology, internet, email and online tools safely.

Pupil Name:

Class: