

Pupil Acceptable Use of Technology Agreement

Key Stage 2 (7-11)

The Agreement

I understand that I must use school devices and systems in a responsible way and that this agreement will help keep me safe when I am online at home and at school.

This Acceptable Use agreement is intended to ensure:

- that pupils at the school/ will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.

For my own personal safety:

- I know that I will be able to use the internet in school for many different activities and, to keep myself and others safe, I must use it responsibly.
- I will not share my password with anyone, and I will log off when I have finished using the computer or device.
- I will protect myself by not telling anyone I meet online any of my personal information. This includes my address, my telephone number, and my school's name.
- I will not send a picture of myself without permission from a teacher or other adult.
- I will not arrange to meet anyone I have met online alone in person without talking to a trusted adult.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

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

- I know that posting anonymous messages or pretending to be someone else is not allowed.
- I know that information on the internet may not be reliable and it sometimes needs checking so I will not download any material from the internet unless I have permission.

- I know that memory sticks/CDs from outside of the school may carry viruses so I will always give them to my teacher so they can be checked before opening them.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school.
- I know that the school internet filter is there to protect me.
- I know that all school devices/computers and systems are monitored, including when I am using them at home.

I will act responsibly towards others, as I expect others to act towards me and:

- I will be polite and sensible when I message people online
- I will not be rude or hurt someone's feelings online.
- I will not look for bad language, inappropriate images or violent or unsuitable games and, if I accidentally come across any of these, I will report it to a teacher or adult in school or a parent/carer at home.
- If I get unkind, rude, or bullying emails or messages, I will report them to a teacher/adult. I will not delete them; I will show them to the adult.
- I understand that if I am an administrator of a social media thread that may have inappropriate or hurtful images or messages on it that I may be asked to remove that thread to prevent further incidents.
- I understand that in the event of illegal activity the school may consider contacting the police.

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

- I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this policy, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this policy, I will be subject to disciplinary action and my parents/carers will be contacted. In the event of illegal activity, the police will be contacted.

