

# Student Acceptable Use Agreement for Key Stage Two.

This Acceptable Use Agreement is intended to ensure:

- that you will be responsible users and stay safe while using the internet and other digital technologies.
- that you and the school computers are protected from accidental or deliberate misuse .

## 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.
- I will keep all of my usernames and passwords safe and secure – I will not share it, nor will I 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 the risk of strangers when I am communicating on-line.
- I will not share personal information about myself or others when on-line (this could include names, addresses, email addresses, my location, telephone numbers, age, gender, school,)
- I will not ever arrange to meet people offline that I have met online.
- 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 will report this to a trusted adult (parent, teacher) or CEOP.

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

- I understand that the school systems and devices are intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for on-line gaming, file sharing, or video broadcasting (eg YouTube), 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 others' work and property. I will not copy or change anyone else's files without them agreeing.
- 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 recognise that the school needs to maintain the security of the school systems:

- I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the school rules.
- I will not try to look at websites that contain inappropriate content. I will not try and get round the school filter.
- I will immediately report any damaged equipment or software, however this may have happened.
- I will not open any links or attachments in emails unless I know and trust the person / organisation who sent the email.
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed

When using the internet for research or recreation, I know 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 that I access is reliable, as I understand that the work of others may not be truthful.
- I understand that I am responsible for my actions, both in and out of school:
- I understand that the *school may get involved with incidence of inappropriate behaviour involving technology elsewhere.*
- I understand that if I do not follow these rules that I may loss access to the school computers, receive a sanction and my parents may be contacted.

**Please complete the section below to show that you have read, understood and agree to the rules.**

## Student / Pupil Acceptable Use Agreement Form

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

- I use the *school* systems and devices
- I use my own devices in the *school* (when allowed)
- I use my own equipment out of the school in a way that is related to me being a member of this *school* eg communicating with other members of the school.

Name of Student / Pupil: .....

Group / Class: .....

Signed: .....

Date: .....