

Pupil Acceptable Use Agreement (Key Stage Two)

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 from time to time the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure - I will not share it, nor will I try to use any other person's username and password. I should try to remember passwords rather than writing them down.
- I will not share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, school details etc.)
- I will immediately report anything unpleasant, inappropriate or anything that makes me feel uncomfortable that I see online.
- I understand that the school's devices are for educational use and that I will not use them for personal use unless I have permission.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without their knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I understand that others may have different opinions.
- I will not take or distribute images of anyone without their permission.





I understand that the school has a responsibility to maintain the security of the technology it offers me and to ensure the smooth running of the school. · I will only use my own personal devices (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 rules set out in this agreement, in the same way as if I was using school equipment.

- I know that if I bring a mobile device to school it must go to the office at the start of the day and be collected at the end of the school day.
- I understand the risks and will not upload, download or access any materials which are inappropriate or may cause harm or distress to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not install or attempt to install programmes on any school device, nor will I try to alter computer settings.

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

- I should ensure that I have permission to use the original work of others in my own work.
- When I am using the internet to find information, I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- Where work is protected by copyright, I will not download copies (including music and videos).

Signed (Pupil):

Signed (Parent):