



# Pupil Acceptable Use Agreement for KS2 pupils

## 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 access to these digital technologies.

## This acceptable use agreement is intended to ensure:

- that pupils will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that St. Clare's School systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk.
- pupils will have good access to digital technologies to enhance their learning and will agree to be responsible users.

## Acceptable Use Agreement

I understand that I must use St. Clare's 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 St. Clare's 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 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, financial details etc.)
- 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 St. Clare's School systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) 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 St. Clare's School systems or devices for on-line gaming, internet shopping, file sharing, or video broadcasting (e.g. YouTube).

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

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's 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 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 security and integrity of the technology it offers me and to ensure the smooth running of the school:**

- I will not bring my own personal devices (mobile phones/USB devices etc.) in school.
- 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.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks or attachments, unless I know and trust the person/organisation who sent them.
- 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 not use social media sites in school.

**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
- 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 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 St. Clare's 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 (examples would be online-bullying, use of images or personal information).
- I understand that if I fail to comply with this acceptable use agreement, I may no longer be allowed to access the school network and internet.
- I understand that St. Clare's School will contact my parents if I fail to comply with this Acceptable Use Agreement.

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

Name of Pupil: .....

Class: .....

Signed: .....

Date: .....

Name of Parent/Carer: .....

Date: .....