



# St Pauls CE Primary School

## KS2 Acceptable Use Policy Agreement Template

Written: Autumn 2024

Review: Autumn 2025

## 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 POLICY IS INTENDED TO ENSURE:

That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.

That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk, and will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

### ACCEPTABLE USE 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 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 usernames and passwords. 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 online (this could include names, addresses, email addresses, telephone numbers, age, gender etc)

I will not meet "friends" 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 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 (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 school systems or devices for on-line gaming, file sharing, or video broadcasting (eg YouTube), unless I have permission off 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 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 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, nor will I try to use any programmes or software that might allow me

to bypass the filtering/security systems in place to prevent access to such materials.

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 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 recognise that:**

I should ensure that I have permission to use the original work of others in my own work.

Where the 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 the 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 and where they involve my membership of the school community (e.g. online-bullying, use of images or personal information).

I understand that if I fail to comply with this Acceptable Use Agreement, I will not be able to use the schools' technology and systems.

Please complete the sections on the next page to show 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.

## PUPIL ACCEPTABLE USE AGREEMENT FORM

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.

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

I use the school systems and devices (both in and out of school).

I use my own equipment out of school in a way that is related to me being a member of this school, eg communicating with other members of the school, etc.

Name of Pupil: \_\_\_\_\_

Class: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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## Parent/Carer's Agreement

I have read and understand the online-safety rules for this school. I give permission for my child to access the Internet. I understand that the school will take all reasonable precautions to ensure that my child is a safe and responsible digital user.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet but I expect that the school will ensure that the filtering and monitoring systems are in place and will take appropriate action, if required, in accordance with the online-safety rules. I agree that the school is not liable for any damages arising from the use of digital technology.

I will support my child by demonstrating safe and responsible use of digital technology.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_