



## Pupil Acceptable Use Agreement

**I understand that I must use the school systems in a responsible way, to ensure that there is no risk to my safety and security of the systems and other users. Parents take full responsibility for the safety and acceptable use of systems in school and at home.**

### **For my own personal safety:**

- I understand that the school will monitor my use of the systems, devices and internet.
- 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 will be aware of how I should communicate appropriately with people online and should not talk to strangers.
- I will not reveal or share personal information about myself or others whilst online.
- I will immediately report any inappropriate or unpleasant material or messages or anything that makes me feel uncomfortable when I see it online.

### **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 look after and respect all school equipment, making sure I use it with care.
- I will not use school systems or devices for online gaming, online gambling, internet shopping, file sharing or video broadcasting (unless I have permission from a member of staff).

### **I will act as I expect others to act towards 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. This includes messages, communications and language used about the school and its Staff.
- I will not take or distribute images of anyone or take images on the school site without permission.

### **I recognise that 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 USB flash drives (memory sticks) into school.
- I will only bring my own personal devices (mobile phones, smart watches, tablets, gaming devices, cameras, 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 understand the risks and will not try to 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 not use social media sites in school. I will adhere to age restrictions on social media sites and apps outside of school.

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

- I must ask permission from a member of staff before accessing the internet.
- I will only access websites and apps that are age appropriate.
- I should ensure I have permission to use the original work of others in my own work.
- I will respect copyright laws and regulations.
- When I am using the internet to find information, I should take care to check that the information I access is accurate.

### **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 agreement, when I am out of school and where they involve my membership of the school community (cyber-bullying, use of images or personal information etc.)
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action (loss of access to school devices, contact with parents and in the event of illegal activities involvement of social care and the police).
- It is the responsibility of parents and carers to monitor the use of devices and systems outside of school and to support children in doing so appropriately.

### **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 devices in the school (when allowed) e.g. mobile phones, tablets, smart watches, gaming devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this school, e.g. communication with other members of the school, website, social media etc.

Any device from home that has communication functions or the ability to take images will not be permitted in the classroom. This includes items such as mobile phones or smart watches. Mobile phones may be brought into school if your child is in Year 5 or 6 and your child walks home on their own. They must be switched off as soon as they are on the school premises and must be handed in for safe storage at the beginning of the day and collected at the end of the day. Devices that are not handed in for safe storage will be held by the school until a responsible adult is able to come and collect them.

Pupil signature: \_\_\_\_\_

Parent/Carer signature: \_\_\_\_\_

**If you do not sign this agreement, access will not be granted to school systems and devices.**