



KS2 Acceptable Use Policy Agreement



I understand that I must use school equipment (computers, laptops, tablets, cameras etc.) in a responsible way, to ensure that there is no risk to my safety or to the safety and security of this equipment and other users.

For my own personal safety:

- I understand that the academy 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 and will not arrange to meet anybody without an adult.
- 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 online.

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

- I understand that the academy devices are primarily intended for educational use and that I will not use them for personal or recreational (e.g. online gaming, social media sites) use unless I have permission.

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 will look after the school equipment:

- I will only use my own personal devices (mobile phones / USB devices etc.) in school if I have permission.
- 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, however this may have happened.
- I will not open any hyperlinks in emails, unless I know and trust the person who sent the it.
- I will not 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.
- 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 will take care to check that this information is accurate.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the academy 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 (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to my class sanctions which could include; meeting with the Headteacher and losing privileges.

I have read and understand the above:

Name:	Date:	Signed:
Parent/ carer Name:	Date:	Signed:

