

Pupil Acceptable Use Agreement Template

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 new opportunities for everyone. These technologies can stimulate discussion, promote creativity, and stimulate awareness of context to promote effective learning. Young people should always have an entitlement to safe internet access.

This Acceptable Use Agreement 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 will have good access to digital technologies to enhance their learning and will, in return, expect the *students / pupils* to agree to be responsible users.

Acceptable Use Policy Agreement Yr 5 and 6

I understand that I must use computing technologies 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 check how I use my devices in school.
- I will be aware of “stranger danger”, when I am on-line.
- I will not share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, where I go to school).
- I will immediately report anything that makes me feel uncomfortable when I see it on-line to my teachers if in school or parents outside of school.

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

- I understand that the *school's devices* are intended for educational use and that I will not use them for games, sharing files, broadcasting or watching videos (e.g. YouTube) 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 hurtful language.
- 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 **try to** access any materials which may cause distress to others.
- I will immediately report any damage or faults to the computers/tablets; however, this may have happened.
- I will not try to alter any settings on computers and tablets including downloading programmes.
- I will not use social media sites in school at any time.
- Personal mobile devices are not allowed to be used in school at any time.
- **Year 6 only** – If bringing a mobile phone into school it must be handed to the teacher at the start day.

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 should take care to check that the information that I access is accurate.

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 appropriate action against me if I am involved in incidents of misbehaviour, that affect people in school (examples would be cyber-bullying, use of images or personal information).
- I understand that if I do not keep to this Acceptable Use Policy Agreement, I may lose the right to use the school internet, and my school might contact my parents.

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.

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 understand the above and agree to follow these guidelines when:

- I use the *school* devices;
- I use my own equipment out of the school in a way that is related to me being a member of this *school* *such as* communicating with other members of the school via mobile devices and accessing the school website.

Name of Student / Pupil:

Group / Class:

Signed:

Date:

Parent / Carer Countersignature

Acceptable Use Policy Agreement Yr 3 and 4

I understand that I must use computers in a sensible way, so that there is no risk to my safety or to the safety of others.

For my own personal safety:

- I understand that the school will check how I use the computers and tablets in school.
- I will be aware of “stranger danger” when I am on-line.
- I will not share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, where I go to school).
- I will tell someone (parent or teacher) if I see something that makes me feel uncomfortable.

I understand that everyone has equal rights to use technology (computers and tablets):

- I understand that the *school’s devices* are intended for educational use and that I will not use them for games, video broadcasting or watching unless I have permission.

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

- I will not deliberately (on purpose) change or delete someone else’s work without their permission.
- I will be polite when I communicate with others.
- I will not take or share pictures or videos of anyone without their permission.

I recognise that the school has a responsibility to keep the school’s computers working and to keep everyone safe.

- I will not **try to** go on any websites which may upset others.
 - I will report any damage or faults to the computers/tablets; however this may have happened.
 - I will not try to alter any settings on computers and tablets.
 - I will not use social media sites in school at any time.
 - Personal mobile devices are not allowed to be used in school at any time.

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

- When I am using the internet to find information, I should take care to check that the information is accurate.

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 appropriate action against me if I am involved in incidents of misbehaviour, that affect people in school (examples would be cyber-bullying, use of images or personal information).
- I understand that if I do not keep to this Acceptable Use Policy Agreement, I may lose the right to use the school internet, and my school might contact my parents.

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

Student / 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 understand the above and agree to follow these guidelines when:

- I use the *school* devices;
- I use my own equipment out of the school in a way that is related to me being a member of this *school such as* communicating with other members of the school via mobile devices and accessing the school website.

Name of Student / Pupil:

Group / Class:

Signed:

Date:

Parent / Carer Countersignature

Pupil Acceptable Use Policy for younger pupils (Foundation / KS1)

This is how we stay safe when we use computers:

- I will ask a teacher or teaching assistant if I want to use the computers / tablets.
- I will only use activities that a teacher or teaching assistant has told or allowed me to use.
- I will take care of the computer and other equipment.
- I will ask for help from a teacher or teaching assistant if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or teaching assistant if I see something that upsets me on the screen.
- I know that if I break the rules, I might not be allowed to use a computer / tablet.
- I will not share personal information about myself with people I don't know on line.

Signed (child):