

## Key Stage Two 'Acceptable Use' Agreement



*Computers, tablets and the internet form an important part of life. It is therefore important that whilst at school you are taught how to use different forms of technology safely and responsibly. More important still is that you understand why we have the rules in this 'Acceptable Use Agreement' and why you need to know how to keep yourself safe online, so that you can learn how and why to do this for yourself, even when you are not at school and there is no adult nearby to monitor your activity.*

*These rules apply to all technology use in school, including at playtimes, lunchtimes and before and after school.*

### Rules to stay safe when we use computers and tablets:

- I will ask a teacher or school adult if I want to use the computers / tablets
- I will only use computers / tablets for the task I have been set
- I will make sensible and appropriate choices for how I use computers / tablets if given a choice. **If I wouldn't want my teacher to know, I shouldn't be doing it!**
- I will only ever log on using my username and password, and will not share this with anyone else
- I will never ask to borrow anyone else's username and password
- I will log off when I have finished working
- I will never move, delete or alter anyone else's work or files without their permission
- I will take care of the computers, tablets and other equipment and report any faults or problems
- I will use the computers and tablets productively and responsibly. I know that technology in school is primarily to aid my learning
- I will recognise that using technology to do anything that might upset another person is **online-bullying**, and that this is as serious as any other form of bullying
- I will tell a teacher or school adult if I see something inappropriate, offensive or upsetting on screen. I will **not** show this content to other children
- I will tell a trusted adult if I, or anyone I know, is in danger or feeling sad or upset because of messages they have received or content they have seen, **either in or out of school**

- I will never share personal information about myself or others online, especially if that information could be used to identify me (e.g. my name, my address, my school). I will report it immediately if anyone asks for this type of information
- I will be mindful of how I use technology to communicate and share opinions. Digital communication should be as respectful as all other forms of communication – **if I wouldn't speak in a certain way or say a certain thing to someone's face, I shouldn't speak like that or say those things on line!**
- I will never take a photograph or record a film of another person without their permission
- I will never make a sound recording of another person without their permission
- I will hand in my mobile phone (or any other devices capable of sending communications and/or recording sound and images) to my teacher at the beginning of the day and take these items back at the end of the day **after the bell has gone**
- I will respect copyright online and will not attempt to download or access any content that requires payment
- I will not download apps or software onto school devices without permission
- **I know it is part of the adults in school's job to keep me safe.** I will respect their decisions about what I can or cannot do on a computer or tablet and will ask for help if I am not sure
- I will follow any advice or rules my teachers or other school adults give me about staying safe when using computers or tablets.
- I know and accept that the school is able to monitor my activity online and when using computers and tablets
- I know that if I break the rules I may be banned from using computers / tablets in school
- I know that if I break the rules the school can impose a sanction from the behaviour policy (e.g. thinking time, detention, isolation) and my parents/carers may be informed
- I know that inappropriate behaviour involving technology can be dealt with in school, even if it takes place away from school and/or outside of school hours
- I will discuss sensibly with my parents/carers my use of technology and the internet, both at school and at home, and keep them informed of my activities

Signed (child): .....