

St. John's C.E. Primary School



Acceptable Use Agreement

Foundation and KS1 children

Digital technologies have become integral to the lives of children and young people, both within and outside of school. These technologies are powerful tools, which open up new opportunities for everyone. They can promote effective learning by providing context, stimulating discussion and promoting creativity.

Please read and discuss these online safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like further clarification please contact the pupils teacher.

This is how we stay safe when we use technology:

- I will ask a teacher or suitable adult if I want to use the computers.
- I will only use activities that a teacher or suitable adult has told/allowed me to use.
- I will take care of the computer and other equipment.
- I will ask for help from a teacher or suitable adult, if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or suitable adult, 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.

We have discussed the Acceptable Use Agreement and we agree to follow the online safety rules and to support the safe use of ICT at St. John's C.E. Primary School.

Signed (child):

Signed (parent/carer):



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Acceptable Use Agreement

KS2 children

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 internet access at all times.

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

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 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.
- 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 am aware that some websites, social networks, games and APPs have age restrictions and I should respect this.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.



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

- I understand that the school systems and devices are primarily 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, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube)

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.
- 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 pupils to agree to be responsible users.

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 / academy:

- 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 open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- 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 time or on school premises.

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)



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- 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 (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 disciplinary action in line with St. John's C.E. Primary School's Behaviour and Discipline Policy. This may include: loss of access to the school network / internet, contact with parents and in the event of illegal activities involvement of the police.

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.

KS2 Pupil Acceptable Use Agreement Form

This form relates to the Pupil Acceptable Use Agreement, to which it is attached. 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 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 systems and devices.
- I use my own equipment out of the school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, website etc.

Name of Pupil:

Signed:

Date:

Parent / Carer Countersignature



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Acceptable Use Agreement

Parents

Internet and IT:

As the parent or legal guardian of the pupil named below, I grant permission for the school to give my child access to:

- the Internet at school
 - the school's education email system
 - the school's online Managed Learning Environment (MLE)
 - IT facilities and equipment at the school.
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- I know that my child has signed an Acceptable Use Agreement and will receive regular online safety education to help them understand the importance of safe use of IT – both in and out of school.
 - I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution, including monitoring and a web filtering system to keep pupils safe and to prevent pupils from accessing inappropriate materials.
 - I understand that the school can, if necessary, check my child's computer files and the Internet sites they visit at school and if there are concerns about my child's online safety or e-behaviour they will contact me.

Use of digital images, photography and video:

- I understand that the school online safety Policy covers the use of digital images and video and I support this.
- I understand that the school may use photographs of my child or include them in video material to support learning activities.
- I accept that the school may use photographs / videos that include my child in publicity that reasonably promotes the work of the school, and for no other purpose.
- I will not take and then share online, photographs of other children (or staff) at school events without permission.

Social networking and media sites:

- I understand that the school online safety Policy covers the use of social networking and media sites and I support this.
- I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.
- I will support the school by promoting safe use of the Internet and digital technology at home. I will inform the school if I have any concerns.



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My child's name:

Parent / Carer signature:

Date:

