



Key Stage 2 Pupil Acceptable Use Agreement

Formally adopted by the Governing Board of:	Hemsby Primary School & Nursery
On:	Agreed May 2022
Headteacher:	Sian Harmer
Chair of Governors:	Kathryn Hewitt
Review:	May 2023

Overview

Digital technologies have become really important to the lives of children and young people, both within school and outside school. These technologies are powerful tools, which help children learn. Young people should have an entitlement to safe access to these digital technologies.

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.
- young people have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Acceptable Use 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 of 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 any usernames and passwords safe and secure – I will not share them, 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 the dangers of talking with strangers, when I am communicating online.
- I will not disclose or share personal information about myself or others when online (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 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 to download or upload files or applications unless instructed to by a member of staff within a lesson.
- I will not use the school systems or devices for online gaming, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

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 recognise that the school has a responsibility to maintain the security of the technology it offers me and to ensure the smooth running of the school:

- I understand the risks and will not try to upload, download or access any materials which are inappropriate or may cause harm or distress to others.
- I will immediately report any damage or faults involving equipment or software.
- I will not open any links 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.

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).

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 online-bullying, use of images or personal information).
- I understand that I should try my hardest to follow this acceptable use agreement.

Pupil Acceptable Use Agreement Declaration

Please complete the sections below to show that you have read, understood and agree to the rules included in the acceptable use agreement.

I have read and understand 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 (if allowed)
- 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. communicating with other members of the school, accessing Class Dojo, Sumdog, our school website etc.

Name of Pupil:

Class:

Signed:

Date: