

# Acceptable Use Agreement for safe use online.

## Key stage 2

Digital technologies have become integral to the lives of children, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Our children should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- that children 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 at risk. They have access to digital technologies to enhance their learning and will agree to be responsible users.

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 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,)
- I will immediately report any unpleasant or inappropriate material, messages or anything that makes me feel uncomfortable when I see it online.

Everyone has a right to use technology as a resource:

- I understand that the devices are 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 act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or 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 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 and integrity of the technology it offers me:

- I understand the risks and will not try to access any materials which are illegal or inappropriate or may cause harm or distress to others,
- I will not use any programs or software that might allow me to bypass the filtering / security systems in place.
- I will immediately report any damage or faults involving equipment or software.
- 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.
- I will not install programmes of any type on any school device,

When using the internet, I recognise that:

- I will 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 download copies (including music and videos)
- When I am using the internet to find information, I will 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 (e.g. cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will follow the sanctions agreed in the behaviour policy and may result in loss of access to the school network. My parents may be contacted and in the event of illegal activities involvement of the police.

Please complete the sections on the next page 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.

