



## Acceptable Use Agreement

### Key Stage 2

*This is how we stay safe when we use computers:*

*I understand that I must use school IT systems in a responsible way, to ensure that I, other people and other equipment stay safe and secure.*

*For my own safety:*

- *I understand that the school will check my use of the systems, devices and digital communications.*
- *I will keep my username and password safe and secure – I will not share it. I will not try to use any other person's username and password. I understand that I should not write down or store a password.*
- *I will be aware of "stranger danger", when I am on-line.*
- *I will not tell share information about myself or others when on-line*
- *I will immediately tell a parent or teacher if I see anything that makes me feel uncomfortable on-line.*
- *I understand that the school systems and devices should not be used for non-school work unless I have permission.*

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

- *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 share images of anyone without their permission.*

*I understand that the school needs to keep ICT in school safe and secure:*

- *I will immediately report any damage or faults involving equipment or software, however this may have happened.*
- *I will not open any links in emails or any attachments to emails, unless I know and trust the person/organisation who sent it.*
- *I will not install or attempt to install or store programmes of any type on any school device, or alter computer settings.*
- *I will not use Social Media sites at school*

*I understand that I am responsible for my actions, both in and out of school:*

- *I understand that the school might need to talk to my parents or the police if I acted inappropriately online within, or outside of school.*
- *I understand that if I break the rules I may lose access to the school computers or network, receive other sanctions and my teacher may contact my parents.*
- *In the event of illegal activities this may involve the police.*

*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)*

**Name of Pupil:**

**Signed:**