



ST. JOHN'S C.E. PRIMARY SCHOOL

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## **Acceptable Use Agreement Policy – Key Stage 2**

These rules will be shared with the children by the staff who work in Key Stage 2. Children will be reminded of them when required. Rules will be on display when the children log on as a reminder of what they should be doing when using school computers. Children are expected to sign these rules when the teacher discusses them.

### **For my own safety:**

- I understand that school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and passwords like my toothbrush – I will not share it, nor will I try to use any other person's username and password
- I will be aware of 'stranger danger' when I am communicating online
- I will not give out personal details about myself or others when online.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable to an adult.

### **In school:**

- I understand that ICT resources are for educational use and that I will not use them for personal use unless I have permission.
- I will not use school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing or video broadcasting unless I have permission from a member of staff to do so.
- I will respect other people's work and property and will not copy, remove or use their work unless I have permission from the owner too, including work/images that I have found on the internet.
- I will be polite and responsible when I communicate with others.
- I will not take or use images of anyone without their permission.
- I will not install any programmes onto any school machine or alter the settings.
- When I use the internet to find information, I should take care to check that the information that I access is accurate and realise that not all websites are genuine.

**If there is a problem:**

- I will immediately report any damage or faults involving equipment or software to an adult in school, however this may have happened.
- I will speak to an adult if I am worried about anything that has happened on-line or using a computer/device, whether this is in school or at home.

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

- I understand that there are consequences for my behaviour if I make the wrong choices. These consequences will apply whenever I am using a computer/device/website that involves my membership in the school community e.g. cyberbullying, use of images, xbox live chat
- I understand that if I don't follow the rules mentioned, there will be consequences for my actions. The consequences will depend on what has happened, but could include being banned from using school devices/internet, school making contact with parents to discuss problems further, warning letters/exclusions. If the problem is illegal, school may have to refer problems to the police.

**Please sign below to show that you have read, understood and agree to the rules included in the Acceptable User Agreement.**

**Name**

**Class**

**Signed**

**Date**