



St Nicholas C of E Primary School, Kenilworth

Aim high, be courageous, show love and kindness



Pupil Acceptable Use Policy – Key Stage 2

School Policy

Digital technologies have become important to the lives of children, both in and out of school. These technologies can encourage discussion, help children learn about creativity and make learning fun.

The Purpose of this Acceptable Use Agreement is that:

- children will be responsible users of digital technologies and stay safe online, both in and out of school.
- school systems and users are protected from accidental or deliberate misuse.

The school will ensure that children will have safe access to digital technologies and safe internet access to help with their learning. In return, the school expects children 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 all computing in school.
- I will keep my username and password safe and secure – I will not share it, nor use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating online.
- I will not give or share personal information about myself or others when online.
- If I arrange to meet people off-line that I have communicated with online, I will do so in a public place and take an adult with me.
- 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 intended for learning use and that I will not use them for personal use - unless I have permission.
- I will not make large downloads or uploads on the school system.
- I will not use the school systems or devices for on-line gaming or video broadcasting (eg YouTube), unless I have permission from 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 alter anyone else's files.

- I will be polite and responsible when I communicate with others – including MS Teams.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has responsibility to maintain the security and integrity of the technology it offers me:

- I will not use my own personal devices (mobile phones /USB devices etc) in school.
- I understand the risks and will not 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.
- I will immediately report any damage or faults involving equipment or software.
- I will not open any hyperlinks or attachments in emails, unless I know and trust the person / organisation who sent the email.
- I will not install programmes on any school device, nor will I try to alter computer settings.
- I will not attempt to use social media sites

When using the internet for research or recreation, I recognise that:

- I must have permission to use the original work of others in my own work
- Where there is copyright, I will not download copies (including music and videos)
- When I am using the internet to find information, I will check that the information that I access is accurate.

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.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to sanctions. This may include loss of access to the school systems/internet/MS Teams, detentions, contact with parents 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.

