



## ICT Acceptable Use Agreement for KS2 pupil

These are the rules I agree to follow when using the school laptops, Ipads or other digital technology:

- I will ask permission from a teacher before using them and will use only my own login and password;
- If I see anything I am unhappy with or receive messages I do not like, I will immediately close the page and tell a teacher or adult;
- I will not access other people's files or send pictures of anyone without their permission.
- I will not bring CD's or memory sticks in to school unless I have permission and they have been checked to ensure that they are virus free;
- I will only email people I know, or that my parent/teacher has approved and the messages I send will be polite/sensible. I will not give my personal details or arrange to meet anyone I have met online;
- Where work is protected by copyright, I will not download copies (including music and videos);
- I will not use my mobile phone in school for any reason. If I need to bring my phone to school with me because I am walking home after school, I will hand it to the school office to keep safe during the day and I will collect it at the end of the school day;
- I understand that the school may check my computer files and may monitor the internet sites I visit;
- If I am involved in incidents of inappropriate behavior that involve members of the school community (eg cyber-bullying, using images/information without permission) the school will take action according to the Behaviour Policy;
- I understand that if I do not follow these rules I may not be allowed to use ICT equipment in school and my parents/carers may be contacted.

I have read and understood these rules and agree to follow them.

Name of Pupil:

Class:

Signed:

Date:

### PARENT/CARER COUNTERSIGNATURE

- As the parent/carer of the above, I know that my child will receive e-Safety education to help them understand the importance of safe use of digital technology, both in and out of school.
- I understand that the school will take all reasonable precautions, including monitoring/filtering systems, to ensure that my child is safe when using the Internet. I also understand that the school cannot ultimately be held responsible for the nature/content of materials accessed on the Internet.
- I understand that my child's activity on the Internet and ICT systems/equipment will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Agreement.
- I will encourage my child to adopt safe use of the Internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Signed (Parent/Carer):

Date:

