



# **Worle Village Primary School Acceptable Use Agreement Policy Lower Key Stage 2**



**KALEIDOSCOPE**  
Multi-AcademyTrust

## **Our ICT Rules**

**Our ICT rules help us to enjoy using computers. Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can encourage discussion, promote creativity and encourage awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.**

**For my own personal safety:**

- ☺ **I understand that the academy will monitor my use of the systems, devices and digital communications.**
- ☺ **I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person’s username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.**
- ☺ **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, educational details, etc )**
- ☺ **I will not arrange to meet people off-line that I have communicated with on-line.**
- ☺ **I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.**

**I understand that everyone has equal rights to use technology as a resource and:**

- ☺ **I understand that the academy systems and devices are mainly 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 slow up the internet and prevent other users from being able to carry out their work.
- ☺ I will not use the academy systems or devices for on-line gaming, file sharing, or video broadcasting (eg YouTube).
- ☺ 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 otherwise 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, rude 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 has a responsibility to maintain the security and reliability of the technology it offers me and to ensure the smooth running of the academy:**

- ☺ I understand the risks and will not try to upload, download or 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 in place to prevent access to such materials.
- ☺ I will immediately report any damage or faults involving equipment or software, however this may have happened.
- ☺ 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, or if I have any concerns about the truthfulness of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- ☺ I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- ☺ I will only use social media sites with permission and at the times that are allowed.

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

- ☺ I should ensure that I have permission to use the original work of others in my own work
- ☺ I will use swiggle as the search engine
- ☺ Where work is protected by copyright, I will not try to download copies (including music and videos)
- ☺ When I am using the internet to find information, I should 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 academy 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 (examples would be cyber-bullying, use of images or personal information).**
- ☺ **I understand that if I fail to comply with our ICT rules and this Acceptable Use Policy Agreement, there will be sanctions. This may include loss of access to the school network / internet, loss of Golden Time/Clubs, suspensions, 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 Policy. If you do not sign and return this agreement, access will not be granted to school systems and devices.**

# Pupil Acceptable Use Agreement Policy Form

This form relates to the pupil Acceptable Use Agreement Policy, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement Policy. If you do not sign and return this agreement, access will not be granted to school systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the academy systems and devices (both in and out of school)
- I use my own equipment out of the academy in a way that is related to me being a member of this academy eg communicating with other members of the school, accessing school email, VLE, website etc.

Name of Pupil: .....

Class: .....

Signed: .....

Date: .....

Parent / Carer Countersignature: .....

Date: .....

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## For your information:

Staff are allowed to take digital / video images to support educational aims, but must follow school procedures (within the acceptable use policy & the school's Online Safety policy) concerning the sharing, distribution and publication of those images (our policy states that these images can only be used within normal school activities and any external publication of these will require parental consent prior to publication). Those images should only be taken on school equipment, the personal equipment of staff for such purposes is prohibited!