

# Ellwood Primary School

## Pupil Acceptable Use Policy Agreement

(EYFS/ KS1)

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

- I will ask a teacher, or suitable adult, if I want to use the computers / tablets
- I will only use activities that a teacher, or suitable adult, has told or allowed me to use
- I will take care of the computer and other equipment
- I will ask for help from a teacher, or suitable adult, if I am not sure what to do or if I think I have done something wrong
- I will not bring my own devices in to school such as; smart watches/ipads/phones, unless requested to do so.
- I will tell a teacher, or suitable adult, if I see something that upsets me on the screen
- I know that if I break the rules I might not be allowed to use a computer / tablet

Signed (pupil) : .....

Signed (parent): .....

# Ellwood Primary School

## Pupil Acceptable Use Policy Agreement

### (KS2)

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.

I will only use the school's ICT equipment and tools (including computers, ipads, cameras, etc.) for schoolwork. If I need to use the school's computers for anything else, I will ask for permission first.

- I will only use the Internet if a teacher or teaching assistant is in the room with me.
- I will only delete my own files unless my teacher gives me permission to delete someone else's. I will not look at other people's files without their permission.
- I will keep my passwords private and tell an adult if I think someone else knows them.
- I will only open website links or email attachments from people who I know or whom my class teacher has approved. If I am unsure about an attachment or e-mail, I will ask my teacher for help.
- I will not give my own personal details such as; name, phone number or home address or any other personal details that could be used to identify me, my friends or my family.
- I will never post photographs or video clips of people without permission and never include names with photographs or videos.
- I will never arrange to meet someone I have only ever previously met online as this could be dangerous.

- I will not bring my own devices in to school such as; smart watches/ipads/phones, unless requested to do so.
- I will not deliberately look for, save or send anything that could be unpleasant or upsetting. If I find anything via the Internet or e-mail that is upsetting or makes me feel uncomfortable, I will tell a teacher or responsible adult.

I will do my best to follow these rules because I know they are there to keep me and my friends safe. If I don't follow these rules, my teacher may:

- Speak to me about my behaviour.
- Speak to my parents about my use of technology.
- Not allow me to use laptops/ipads/computers to access the internet or particular programmes.
- Take other action to keep me (and others) safe.

Please complete the sections below 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 may not be granted to school systems.

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)
- I use my own equipment at home for carrying out school work or online learning

Name of Pupil: .....

Class: .....

Signed: .....