



William Penn Acceptable Use of ICT (KS2 Pupils) Policy

School Policy

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 stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk and will have good access to digital technologies to enhance their learning and will, in return, expect the pupils 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 be alerted if I use the computers or other devices in the wrong way and an adult will talk to me about this.
- I will keep my username and password safe and will not write it down, unless my teacher says that I can for a particular reason.
- I will not use another person's password.
- I will be aware of "stranger danger", when I am on-line.
- I will not share information about myself or others on-line (for example, names, addresses, email addresses, telephone numbers, age, gender, details about school or money)
- I will not meet people that I have talked to on-line without taking a parent with me.
- I will immediately tell a teacher in school or a parent at home if I see anything online that is unpleasant or inappropriate or that makes me feel uncomfortable.

I understand that everyone can use computers and other equipment safely:

- I will use the school computers and equipment for my lessons and not for other uses unless I have permission.
- I will not (unless I have permission) make large downloads or uploads that might take up too much internet capacity.
- I will not use the school computers or equipment for playing games, gambling, shopping or watching video sites such as YouTube unless I have permission of a member of staff to do so.

I will respect others and their work:

- I will not open or change other people's work, without their permission.
- I will be polite and responsible when I talk with others online.
- I will not take or share photographs of anyone without their permission.

I know that the school needs to have rules in place so that the computers and other equipment work properly and are safe for me to use:

- I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission.
- I will not upload, download or open any documents or images which are against the law, inappropriate or may hurt or upset others.
- I will not try to change the ways that the school's security systems work.
- I will immediately tell an adult if any computers or equipment are damaged.
- I will not open any hyperlinks in emails or any attachments to emails if I am not sure who might have sent them or why. I will check with an adult first.
- I will not try to install or change programmes of any type on any school equipment.
- I will only use social media sites with permission and at the times that are allowed

When using the internet for research, I agree that:

- I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos). If I am unsure what this means, I will ask an adult.
- When I am using the internet to find information, I will think carefully about whether it is true as not everything I read will be true.

I agree that, both in and out of school that:

- The school will take action if I am involved in incidents of inappropriate behaviour, that are mentioned in this agreement, when I am in school or out of school (for example, cyber-bullying, use of images or personal information).
- If I fail to follow this Acceptable Use Policy Agreement, I may not be able to use the school network / internet. In some cases, my parents may be informed, I may be excluded from school and the police may become involved.

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.



William Penn Pupil Acceptable Use Agreement Form

This form relates to the Acceptable Use of ICT (KS2 Pupils) Policy, that you have read above. Please complete the sections below to show that you have read, understood and agree to the rules included in this Acceptable Use Agreement. If you do not sign and return this agreement, you will not be able to use electronic devices at school.

I have read and understand the Acceptable Use Agreement and agree to follow these rules when:

- I use the school computers and equipment (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of the school, whilst being a member of this school eg talking online with other pupils from school, using a school email, using the website etc.

Name of Pupil:

Class:

Signed:

Date:

Parent / Carer Countersignature