



*Learning, Loving, Growing*

**Harbury**  
**C of E Primary School**

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# Pupil Acceptable Use Agreement

## (Key Stage 2)

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. If I bring a mobile phone into school, it should be kept in the school office. **Wearable devices with online access should not be brought into school.**

For my own personal safety:

- I understand that the school 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.
- I will not disclose or share personal information about myself or others when online.
- 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 primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will respect others' work and property and will not access, copy, remove or otherwise change 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, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will never say anything online or in a message that I wouldn't say face to face.



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- Never share, copy or distribute photographs online unless I'm allowed e.g Class Dojo
- Never use an external memory drive in school devices.

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. I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to a sanction. This may include loss of access to the school network / internet, suspension, contact with parents and, in the event of illegal activities, involvement of the police.

### **Pupil Acceptable Use Agreement Form – Key Stage 2**

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 will 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 out of the school in a way that is related to me being a member of this school

Name of Pupil: .....

Year Group .....

Signed: .....

Date: .....

Parent / Carer .....