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*'Empowering children through a sustainable, diverse, arts-enriched education'*

### E-Safety Acceptable User Policy Agreement – Pupils KS2

This agreement will be delivered by teachers to all children who are asked to sign the agreement. They will ensure that children fully understand each aspect of the agreement.

When I am using the computer or other technologies, I want to feel safe all the time.

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use
- Not damage, break or steal any IT equipment belonging to the school
- any other person's username and password.
- 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.
- 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 school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.
  
- 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, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- I recognise that the school has a responsibility to maintain the security to ensure the smooth running of the school:
- I will only use my personal storage devices e.g. memory sticks in school if I have permission



- 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
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments that come through any online communications e.g. emails/messages, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- 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.
- 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.
- 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, 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 this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, contact with parents/carers and in the event of illegal activities involvement of the police.

I have read and understand the above and agree to be a responsible user and stay safe while using the internet and other communications technologies, both in and out of school, for learning, personal and recreational use.

Name of Pupil:

Signed: \_

Date:

