

Pupil Acceptable Use Agreement for Foundation Stage and Key Stage 1



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 tell a teacher or suitable adult if I see something that upsets me on the screen
- I will only take photographs of other children or adults if I ask them and they say that it's ok
- I will only use a school computer / tablet in school
- I will not change the settings on a school computer / tablet
- I will not bring into school a mobile phone or my own tablet unless my teacher says that I can. If I do, I understand that the school is not responsible if it is lost, stolen or broken
- I know that if I break the rules I might not be allowed to use a computer / tablet

Signed (child):

Signed (parent):

These rules help us to be fair to others and keep everyone safe.

Pupil Acceptable Use Agreement for 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.

For my own personal safety:

- I understand that Corsham Regis 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, financial details etc)

- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place, tell my parents and take an adult with me.
- 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 Corsham Regis 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 not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the Corsham Regis systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg 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 photographs, videos or images of other pupils or staff without their permission.
- I will not distribute any photographs, videos or images of other pupils or staff without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the academy:

- I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission from the Headteacher. I understand that, if I do use my own devices in the academy, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- If I do bring into school a mobile phone or my own tablet – without or without permission of the Headteacher, I understand that the school is not responsible if it is lost, stolen, broken or damaged in some way
- 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 validity 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 or tablet settings.
- I will not use social media sites at school

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, 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 this Acceptable Use Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, suspensions, contact with parents and in the event of illegal activities involvement of the police.

My name is:

My class teacher is:

Signed:

Date:

The academy may exercise its right to monitor the use of the academy's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the academy's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound. Talkstraight monitors all internet use and will notify the police and Local Authority if an illegal website is accessed.