



# ICT Acceptable Use Agreement for Older Pupils (Y4 - Y6)

## School Policy

***“Every child has the right to reliable information from the media. This should be information that children can understand. Governments must help protect children from materials that could harm them.”***

United Nations Convention on the Rights of the Child  
Article 17.

Digital technologies have become vital to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which allow children to be creative, promote discussion and independence. 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 and personal use.
- That pupils will have good access to digital technologies to enhance their learning.
- That, in return, pupils will agree to be responsible users.
- That school systems are protected from accidental or deliberate misuse

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**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 of others.**

## **For my own personal safety:**

- I understand that use of the systems, devices and digital communications will be monitored in school.
- School has a right to access my accounts (with permission of the Head Teacher) where misuse of systems is suspected.
- I will keep my usernames and passwords safe and secure – I will not share them, nor will I try to use any other person's usernames and passwords. I understand that I should not write down or store passwords where it is possible that someone may steal them.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, school etc.)
- I will immediately report anything that makes me feel uncomfortable, if I see it online, to a trusted adult.

## **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 their permission.
- I will be polite and responsible when I communicate with others and I appreciate that others have a right to their own opinions.
- I will not take images of anyone without their permission.

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

- If I bring personal devices (mobiles, tablets etc.) I will hand them to my teacher for safe keeping at the beginning of the day until home-time.
- 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 messages to emails, unless I know and trust the person who sent the email. If I have any concerns about the validity of the email I will ask a trusted adult first.
- 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 settings.
- I will only use social media sites with my teacher's permission and at the times that are allowed.

**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 if I am involved in incidents of inappropriate behaviour covered within this Acceptable Use Policy Agreement, I may lose access to the school network / internet and my parents / carers may be contacted.



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This form relates to the pupil Acceptable Use Agreement; to which it is attached.

**I have read and understand the above and agree to follow these guidelines when:**

- I use the school systems (both in and out of the school)
- I use my own equipment out of the school in a way that is related to me being a member of this school. For instance, communicating with other members of the school, accessing school email, school programs and systems, the school website and social media in relation to school.

**Please sign and return this page to school.**

Pupil name .....

Year Group .....

Pupil signature .....

Parent / Carer signature .....