

# Heathcoat Primary School

# Acceptable Use Agreement for KS2

### Introduction

Digital technologies have become integral to the lives of children and young people, both within and outside schools. These technologies are powerful tools, which open-up new opportunities for everyone. They can stimulate discussion, encourage creativity, and stimulate awareness of context to promote effective learning. Learners should have an entitlement to safe access to these digital technologies.

### This acceptable use agreement is intended:

* to ensure that learners will have good access to devices and online content, be responsible users and stay safe while using digital technologies for educational, personal and recreational use
* to help learners understand good online behaviours that they can use in school, but also outside school
* to protect school devices and networks from accidental or deliberate misuse that could put the security of the systems and users at risk.

### Acceptable Use Agreement

When I use devices, I **must** behave responsibly to help keep me and other users safe online and to look after the devices.

### For my own personal safety:

* I understand that what I do online will be supervised and monitored and that I may not be allowed to use devices in school unless I follow these rules and use them responsibly.
* I will only visit internet sites that adults have told me are safe to visit.
* I will keep my username and password safe and secure and not share it with anyone else.
* I will **never** communicate with strangers online. Remember stranger danger!
* I will **never** meet with strangers who have communicated with me online. Remember stranger danger!
* I will not share personal information (name, date of birth, phone number, address, school) about myself or others when online.
* I will immediately tell an adult if I see anything that makes me feel uncomfortable when I see it online.

### I will look after the devices I use, so that the school and everyone there can be safe:

* I will handle all the devices carefully and only use them if I have permission.
* I will not try to alter the settings on any devices or try to install any software or programmes.
* I will tell an adult if a device is damaged or if anything else goes wrong.
* I will only use the devices to do things that I am allowed to do.

### I will think about how my behaviour online might affect other people:

* When online, I will act as I expect others to act toward me.
* I will not copy anyone else’s work or files without their permission.
* I will be polite and responsible when I communicate with others, and I appreciate that others may have different opinions to me.
* I will not take or share images of anyone without their permission.

### I know that there are other rules that I need to follow:

* I know I am not allowed to use my phone in school (Year 5 and 6 only are allowed to bring their phone to school, once they have signed a mobile phone contract, but it is not to be used in school).
* I will not go on social media sites in school.
* 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 is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
* I should have permission if I use the original work of others in my own work.

### I understand that I am responsible for my actions, both in and out of school:

* I know that I am expected to follow these rules in school and that I should behave in the same way when out of school as well.
* I understand that if I do not follow these rules, I may be subject to disciplinary action. This could include loss of access to the school network/internet, red cards, suspensions, parents/carers contacted and in the event of illegal activities involvement of the police.

Signed: