



# Barlborough Primary School Pupil

## Acceptable Use Policy

### for older pupils

### (Key Stage 2)



*(Digital Devices – includes laptops, tablets, cameras, video recording equipment and mobile phones)*

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

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

- I understand that the *school* will monitor my use of the computers, tablets, other digital devices and digital communications.
- I will keep my usernames and passwords 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" and the SMART rules, 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, money/bank account details etc )
- Although the school encourages children NOT to meet people that they have met online, if I arrange to meet people off-line that I have communicated with on-line, I will do so with my parents/ carers permission. I will do it in a public place 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 *school internet, server* and devices are primarily intended for educational use and that I will not use them for personal or 'fun' use unless I have permission.
- I will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work. (unless I have permission)
- I will not use the *school internet, server* 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, share or give out pictures or videos of anyone without their permission and the permission of a teacher.

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

- I will not use my own personal devices (mobile phones / USB devices etc) in school unless I have permission. If I bring a mobile phone/ device to school, for safety reasons coming to and going from school, I will take it straight to the school office as soon as I arrive at school.

#### **When using the internet for research or work, 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.

Reviewed and Approved by Governors of Climate committee 24<sup>th</sup> January 2017 – Next review due:- May 2019



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## **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 photos/ videos or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to relevant punishments. This may include loss of golden time, play times, not being allowed to use the school computers / internet, suspensions, contact with parents and in the event of illegal activities involvement of the police.

**Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.**

## **Student / Pupil Acceptable Use Agreement Form**

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

- I use the *school* computers, tablets, server and internet and other 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* eg communicating with other members of the school, accessing school email, I am learning, school website etc.

Name

Class

Signed

Date

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**Reviewed and Approved by Governors of Climate committee 24<sup>th</sup> January 2017 – Next review due:- May 2019**