

## Key Stage One Pupil Acceptable Use Policy.



**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
- 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 not delete it, I will show the adult.
- I know that if I break the rules I might not be allowed to use a computer.
- The school will monitor how I use a computer to check I am being safe

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All pupils have access to computers and the internet as an essential part of learning, as required by the National Curriculum. Both pupils and parents are asked to sign below to show that the e-safety rules have been understood and agreed

Name of pupil: \_\_\_\_\_

Pupil's Agreement

- I have read and I understand the school e-safety rules
- I will use the computer and Internet in a responsible way at all times
- I know that Internet access may be monitored

Parental Agreement

I have read and understood the school e-safety rules and agree that my son/daughter will access the internet following these rules. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate material.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## Key Stage Two

### Pupil Acceptable Use Policy.

- I will only use ICT equipment for purposes agreed with a member of staff
- I will ask permission before entering any website, unless my teacher has already approved that site
- 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 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 only email people I know, or my teacher has approved
- I will be polite and responsible when I communicate with others online as I should in real life
- I will not create or send material which is deliberately intended to cause upset to other people
- I will not disclose or share personal information about myself or others when on-line
- I will not use internet chat
- I understand that the *school* will monitor my use of the systems, devices and digital communications.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line to a trusted adult. I will save it and not delete it.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be sanctioned, it may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.
- 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

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#### Pupil's Agreement

- I have read and I understand the school e-safety rules
- I will use the computer and Internet in a responsible way at all times
- I know that Internet access may be monitored

Signed by pupil: \_\_\_\_\_

#### Parental Agreement

I have read and understood the school e-safety rules and agree that my son/daughter will access the internet following these rules. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate material.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_