



St Mary's Acceptable Use Agreement for pupils in Years 3,4,5 and 6

School Policy

Digital technology is very important for everyone, both within schools and outside school. Computers, laptops, tablets have really helped us improve in the way we communicate with one another. We want all St Mary's pupils to use I.C.T to help improve their learning, we also want all pupils to learn about computing, coding, design and other ICT skills. St Mary's will try to ensure that all children will have good access to ICT to enhance their learning, but in return will expect all of the children to agree to be responsible users, thinking about the rights of others and their own rights. As a 'Level 2 Rights Respecting School', we recognise that everyone should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that all children will be responsible users and stay safe while using computers and the internet.
- St Mary's systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Acceptable Use Policy Agreement

These rules have been written to make sure that you stay safe when using digital technology in St Mary's. Your teacher will speak to you about what you must do before you sign this sheet.

For my own personal safety:

- I understand that the *school* will monitor my use of computers, tablets 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 usernames and passwords. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will not share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender etc)
- I will **not** meet 'friends' that I have met on-line.
- I will immediately report any unpleasant material or unpleasant messages or anything that makes me feel uncomfortable when I see it on-line and report in to my class teacher or Mr Trohear (ICT Safeguarding lead).

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the *computers, laptops, tablets, cameras are used for learning* and that I will not use them for personal 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.
- I will not use *computers, laptops, tablets*, for on-line gaming, 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 open, copy, remove or otherwise change 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 or send images of anyone without their permission.



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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 school :

- Mobile phones must be kept at home and **not** brought into school.
- I understand the risks and will not try to upload, download or access anything which is wrong or illegal that may cause harm or make others worried or sad.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- 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 not use social media sites in school (Twitter, Facebook, Instagram, Whatsapp)

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 owned by someone else (Copyright), I will not try to download copies (including music and videos)
- When I am using the internet to find information, I will not copy the work of others and pretend that this is my work.

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

- If I am involved in incidents of wrongful behaviour, when I am in or out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information), St Mary's behaviour policy will be used.



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Student / Pupil Acceptable Use Agreement Form

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

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

Name of Student / Pupil

Year Group / Class

Signed

Date