



# Technology Acceptable Use Agreement

## PUPILS & PARENTS/CARERS

*Coombe Road Primary School takes e-Safety extremely seriously. As such it has a wide range of safety features, anti-virus/malware software, firewalls, filters and monitoring systems in place to avoid inappropriate, harmful or illegal content or activities taking place.*

*The school ensures that pupils will have good access to digital technologies i.e. Internet, software/apps, making recordings of images, video, audio to enhance their learning and will, in return, expect them to agree to be responsible users. This Acceptable Use Agreement is intended to ensure:*

- *that young people will be responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use.*
- *that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.*

*These e-safety rules are designed to keep your child safe online and should be shared at home with your child. Your child should sign this agreement once you or a member of staff have been through these rules with them.*

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

- I will not let anyone know any of my passwords.
- I will not use any other person's username and password.
- I will never tell someone my last name, date of birth, home address or any phone number when online.
- I will never arrange to meet someone that I have chatted to online.
- I will tell a teacher (or parents/carers if at home) if I see anything that I am unhappy with.
- I know that my teachers can check everything I do when I am using the school's ICT systems and they will talk to my parent/carer if I do something wrong or they are concerned about my e-safety.

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

- I will only use the school's ICT systems for learning activities unless my teacher has let me use it for approved games.
- I will not make large downloads or uploads that might slow the system down and stop others from working, unless my teacher has asked me to. ü I will not use the school ICT systems for on-line gaming, on-line gambling, Internet shopping, file sharing, or video broadcasting (e.g.YouTube)

### **I will act as I expect others to act toward me:**

- I will not access, copy, remove or change any other user's files, without them knowing and giving me permission.
- I will be polite and responsible when I communicate with others online.
- I will not use strong, aggressive or inappropriate language and I understand that others may have different opinions.
- I will not make or distribute images, video or audio clips of anyone without their permission.

### **I will respect the security that the school has put in place to keep me and others safe:**

- If I need to bring a mobile phone or hand-held device to school I will give it to my teacher to be locked away in the office safe during school time.
- I will not plug a memory stick into any school ICT device without asking a teacher first.
- I will not try to upload, download or access any materials which are illegal or may cause harm or distress to others.
- I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place.
- I will tell a teacher immediately if I find any damage or faults with equipment or software.
- I will not open any attachments to emails, unless I know and trust the person who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not access chatrooms and social networking sites in school.

### **When using the Internet I know that:**



- I should ask 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 will 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 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 images or personal information).
- I understand that if I break the rules of this Acceptable Use Agreement, depending on the severity:
  - I may lose access to the school network / Internet;
  - My parents will be contacted; v I may be excluded;
  - The police may be involved if my actions are illegal.

This Acceptable Use Agreement should be signed by the child/parent in the Permissions Booklet.