

## Appendix 2

Simonside Primary School

### Acceptable Use Agreement 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 can open up new opportunities for everyone. They can stimulate discussion, encourage creativity and stimulate awareness of context to promote effective learning. Learners should be entitled 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, to 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 users and systems 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 use them responsibly and follow these rules.
- 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 am aware of 'stranger danger' when I am online.
- I will not share personal information about myself or others when I am online.
- I will immediately tell an adult if I see anything online that makes me feel uncomfortable.

#### 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 anything else goes wrong.
- I will only use devices to do things that I am allowed to do.
- I will not use devices to access games or video streaming websites unless an adult has given me permission.

#### I will think about how my behaviour might affect others:

- 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 others may have different opinions to me.
- I will not take or share images of anyone without their permission.

**I know that there are rules that I need to follow:**

- I will not use my own personal devices whilst in school.
- If I am in Y5 or Y6, I can bring my mobile 'phone into school, but it must be handed to the class teacher at the start of the day.
- Where work is protected by copyright, I will not try to download copies (including music or 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 have discussed these rules with my class teacher. I understand the rules and agree to follow these guidelines when:**

- I use the school systems and devices (both in and out of school).
- I am out of school and involved in any online behaviour that might affect the school and other members of the school.

**Class \_\_\_\_\_ agrees and understands the above rules.**

Class signatures