



Kirton Lindsey Primary School



Key Stage 2 – Year 5 and 6 Acceptable Use Policy Agreement

Child's Name

This Acceptable Use Agreement is intended to ensure the following:

- Children will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- Children and school systems are protected from accidental or deliberate misuse that could put children or school systems at risk.
- Children have good access to digital technologies to enhance their learning.
- Children agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way to ensure that there is no risk to my safety, other users' safety or to the safety and security of the school's systems.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- 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 understand that I should not store a password where it is possible that someone may steal it.
- I will follow the advice given about 'stranger danger' when I am communicating on-line.
- I will not share personal information about myself or others when online (which could include names, addresses, email addresses, telephone numbers, age, school address, passwords etc.).
- I will immediately tell a member of staff about any unpleasant or inappropriate material or messages, or anything that makes me feel uncomfortable when I see it online.

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

- I understand that the school systems and devices are mainly to be used for my learning and that I will not use them for personal or leisure use, unless I have permission.
- I will not try to make large downloads or uploads that might take up internet storage and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for online gaming, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of an adult 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, change or remove 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.

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. I understand that if I do use my own devices in the school, I must follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal, inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent opening or using such materials.
- I will immediately tell an adult about any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person that sent the email.
- 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.

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 protected by copyright, I should 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.

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, including 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 fail to follow this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, suspensions, contact with parents and in the event of illegal activities, involvement of the police.

Please sign below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign this agreement, access will not be granted to school systems.

Year 5	Child's Signature	Date
Year 6	Child's Signature	Date