

# Ellwood Primary School

## Pupil Acceptable Use Policy Agreement

(EYFS/ KS1)

*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 / tablets
- 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 not bring my own devices in to school such as; smart watches/ipads/phones, unless requested to do so.
- I will tell a teacher, or suitable adult, if I see something that upsets me on the screen
- I know that if I break the rules I might not be allowed to use a computer / tablet

Signed (pupil) : .....

Signed (parent): .....

# Ellwood Primary School

## Pupil Acceptable Use Policy Agreement

### (KS2)

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

I will only use the school's ICT equipment and tools (including computers, ipads, cameras, etc.) for schoolwork. If I need to use the school's computers for anything else, I will ask for permission first.

- I will only use the Internet if a teacher or teaching assistant is in the room with me.
- I will only delete my own files unless my teacher gives me permission to delete someone else's. I will not look at other people's files without their permission.
- I will keep my passwords private and tell an adult if I think someone else knows them.
- I will only open website links or email attachments from people who I know or whom my class teacher has approved. If I am unsure about an attachment or e-mail, I will ask my teacher for help.
- I will not give my own personal details such as; name, phone number or home address or any other personal details that could be used to identify me, my friends or my family.
- I will never post photographs or video clips of people without permission and never include names with photographs or videos.
- I will never arrange to meet someone I have only ever previously met online as this could be dangerous.

- I will not bring my own devices in to school such as; smart watches/ipads/phones, unless requested to do so.
- I will not deliberately look for, save or send anything that could be unpleasant or upsetting. If I find anything via the Internet or e-mail that is upsetting or makes me feel uncomfortable, I will tell a teacher or responsible adult.

I will do my best to follow these rules because I know they are there to keep me and my friends safe. If I don't follow these rules, my teacher may:

- Speak to me about my behaviour.
- Speak to my parents about my use of technology.
- Not allow me to use laptops/ipads/computers to access the internet or particular programmes.
- Take other action to keep me (and others) safe.

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

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

- I use the school systems and devices (both in and out of school)
- I use my own equipment at home for carrying out school work or online learning

Name of Pupil: .....

Class: .....

Signed: .....