



# DRONFIELD JUNIOR SCHOOL

## Acceptable Use of ICT at KS2



*(Written in collaboration with the School's Online Safety Ambassadors)*

Digital technologies have become integral to the lives of children and pupils, both within schools and outside school. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Pupils should have entitlement to safe internet access at all times.

### **This Acceptable Use Policy is intended to ensure that:**

- Pupils will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- School systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect their pupils to agree to be responsible users.

### **Acceptable Use Policy Agreement**

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

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

- I understand that the school will monitor what I do on school's computers, iPads and Surface Gos
- I will keep my username and password safe and secure (including not writing it where someone else can see it), and will never share it with anybody else.
- I will never use somebody else's username and password.
- I will never share personal information about myself or others when online
- I will always tell an adult immediately when I see something that makes me feel upset or uncomfortable online.

### **The following relate to keeping safe when communicating at home. In school, children DO NOT have opportunities to communicate electronically with others:**

- I will be aware of stranger danger when I am communicating online.
- If I arrange to meet an online friend in real life, I will always take an adult with me.
- I will not take or send images of myself or anybody else.
- If I receive an inappropriate image, I will immediately tell an adult.

### **I understand that everybody has equal rights to use technology and:**

- I understand school technology is mainly for education, and I will not use computers, iPads or Surface Gos without permission.
- I will not use the school computers, iPads or Surface Gos for gaming, internet shopping, file sharing or video broadcasting (such as YouTube) unless I have permission from an adult to do so.

**I know that school needs to look after the security of the technology it offers:**

- I will not upload/download/access materials which are illegal or inappropriate, and I will not try to get past the filtering system.
- If any school computers, iPads or Surface Gos are damaged, even accidentally, I will tell an adult immediately.
- I will not open any emails or attachments if I don't know the sender in case they contain viruses.
- I will not try and install programs on school computers, iPads or Surface Gos and I will not change the settings.

**I will act as I would like others to act towards me:**

- I will not try to copy, delete or access other people's files without their permission
- I will be polite and responsible and will use appropriate language when communicating
- I will respect other people's opinions
- I will not share images of other people without permission.

**When using the internet for research or fun, I know that:**

- I should check I have permission to use other people's work in my own work.
- Where work is protected by copyright, I will not try to download copies, including music and video.
- When researching online, I know to check the information is true, and I know that some people might be lying.

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

- I understand if I break any rules in this agreement the school can take action against me including when I'm out of school or representing the school community
- If I break the rules in this contract there will be a consequence. These may include: not being allowed on the internet, loss of playtime, suspensions, contact with parents and, in the event illegal activities, involving the police.

**Please complete the sections to show you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign this agreement, you will not be allowed on school computers, ipads or Surface Gos.**

**I have read and understood the agreement and will follow these guidelines when:**

- I use school devices.
- I use my own equipment out of school in a way that is related to me being a member of this school, such as communicating with other members of the school etc.

Name of Pupil:

Class:

Pupil signature:

Date:

Parent signature:

Date: