

KS2 Child Acceptable Use Agreement

Keeping Safe

- I will ask my teacher or parent before using ICT equipment.
- If I have to set usernames and passwords, I will choose them carefully to protect my identity and I will not share them with anyone but my parents.
- I will not allow devices that are not my own to remember my password.
- I will keep my personal details and those of others private.
- I will not arrange to meet an online friend without permission from my parents.
- I know that people communicating with me online may be hiding their true identity and should not trust anyone I do not know.
- I will not visit unsafe sites or register for things I am not old enough for.
- I will log off sites and computers when I have finished.
- I will make sure that my parent checks any devices I have used regularly
- I will have regular talks with my parent about the Apps I am using so we can openly discuss safe online behaviour.

Ideally, all my online use should be in a room where my adults can see and hear.

Communicating

- I know that I need to be polite and friendly and that I should NEVER be unkind, use offensive language or swear online (whether this is in emails, posts, messages or when attending live meetings)
 - I will not be unkind by leaving others out of chats or talking about others in their absence.
 - I know that others may have different opinions and that I should respect them.
 - I am careful about what I post and am aware that screenshots may be shared with other parents or school
 - I know that I must have permission to communicate online and will make sure my teacher or parents know who I communicate with.
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 - I will not open messages if the subject field is not polite, if I do not know who it is from, or it has an attachment I am not expecting.
- I will tell an adult I trust if others are not being kind online

Online Meetings

- I know that I should be on time when I am attending any online meetings.
- I know I should be wearing sensible clothes when I am attending any online meetings.
- I know I should think about what people can see in my background when I am attending online meetings

Research and Fun

- I will use clear search words so that I find the right information.
- I know that some content may not be filtered out and I must report any unwelcome content or sites
- I am aware that some online sites give inaccurate information so I will double check information I find online to make sure it's correct.

Sharing

- I will not use anyone else's work or files without permission.
- Where work is protected by copyright, I will not try to download copies.
- I will not take or share pictures of anyone without their permission.
- I know that anything I put up on the internet can be read or seen by anyone.
- I will not put online or share any photographs of myself which are overly revealing or inappropriate.

Buying and Selling

- I can tell if a site is trying to sell something or I will ask my teacher or parent if I am unsure.
- I know that I should not buy anything online without my parent being present

Using my own Technology in School

- I will not use any of my own technology anywhere on the school grounds unless it has been pre-agreed with my teacher.
- I will try to avoid bringing a mobile phone to school but if I need to, I will switch it off before entering the grounds and hand it in to the teacher or the Office for safe-keeping when I arrive.
- I will not take photographs using my mobile phone at any school events e.g. FoCP/PTA disco.

Problems

- I will not try to change computer settings or install programmes.
- I will tell a teacher or my parent if I find anything on ICT equipment that is unpleasant or makes me feel uncomfortable.
- I will tell a teacher or parent if I know anyone who is behaving inappropriately or anyone who is being bullied.
- I will not damage ICT equipment and will tell a teacher or parent if equipment is broken or not working.

I agree to follow these rules when:

- I use ICT equipment in school.
- I use own equipment for school work at home (ie home schooling)
- I use my own ICT equipment for school activities (ie home work).

My Name is: _____

Signed: _____ Year Group: _____