**St Marys C of E Primary School**

Student Acceptable Use Policy (A.U.P) Agreement- KS2

**Acceptable Use Policy Agreement**

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

**For my own personal safety:**

• I understand that the school will monitor my use of the computer systems, email and other digital communications.

• I will be aware of “stranger danger”, when I am communicating on-line.

• I will not disclose or share personal information about myself or others when on-line.

• If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.

• I will immediately report any unpleasant or inappropriate material or messages that makes me feel uncomfortable when I see it on-line.

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

• I understand that the school computer systems are primarily intended for educational use and that I will not use the systems for personal or recreational use, unless I have permission to do so.

• I will not try (unless I have permission) to make large downloads or uploads that might take up Internet capacity and prevent other users from being able to carry out their work.

• I will not use the school computer systems for on-line gambling, Internet shopping, video broadcasting (e.g. You Tube) or for social media sites, unless I have permission to do so.

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**I will act as I expect others to act toward me:**

• I will respect others’ work and property and will not access, copy, remove or otherwise alter 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 distribute images of anyone without their permission.

**I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**

• I will only use my personal hand held / external devices (Mobile Phones, Tablets, USB devices etc) in school, if I have permission. During the school day the device will be held in the Teachers filing cabinet.

**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 will 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) 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 comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / Internet, detentions, internal seclusions, contact with parents and in the event of illegal activities involvement of the police.

* I know where to find a copy of the Sanctions Policy and the possible consequences for inappropriate use of technology.

**I know how to report an e-safety concern, both in and out of school:**

* I know that I can report any e-safety concerns either through our anonymous, online reporting tool, ‘**Whisper**’ situated on the school homepage or website.
* I can also report any concerns to adults in school or my parent/carers.
* Furthermore, I can report any e-safety issues anonymously in the school e-safety box situated in the Computer room.

**I know that if I use the computer systems and devices safely, I will be rewarded with privileges. (i.e. Being allowed to use personal devices in school or having supervised access to YouTube or social media sites to enhance my e-safety knowledge and awareness).**

**Please complete the signature form attached, 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 will not be granted to the school ICT systems.**