

KS2 – Pupil Acceptable Use Agreement (This copy to be Kept at home)

Acceptable use for pupils using the internet, electronic learning environment and E-mail (Key Stage Two)

Our concern is always for your child's safety and with this in mind, everyone accessing the internet, the network or any computing devices in school or using school devices/resources off-site, are required to read with parents/carers and sign our acceptable use agreement. Please sign the separate form to confirm that you and your child have read and consent to the agreement. **This page is to be kept by parents/carers, for reference.** Please also use the reply slip to indicate your consent for your child's image to be used on the school website. Photographs of children will only be taken and used in line with the procedures outlined in the E-safety policy which is available on the school website.

1. You must have permission from parents/carers before they access the internet or school network.
(Permission slip must be signed and returned to school before children will be granted access)
2. You must only use school computer systems for those activities and services for which you have been given permission, and under the appropriate supervision of a member of staff.
3. You must only log on to the school system or school-approved sites, using your own username and passwords and you must respect the privacy of other users' usernames and passwords.
4. You should not download or copy content in a way that breaks copyright laws.
(Children will be taught how to use content appropriately, as part of the computing curriculum)
5. If any unsuitable content has been able to pass through the school's filtering and security system, you must report this to an adult immediately, so that the site can be blocked and our safeguarding procedure followed.
(Under no circumstances should you attempt to search for, view, upload or download any material that is likely to be unsuitable for children, under 12.)
6. You may have opportunities to communicate using monitored E-mail, messaging and forums. Responsible and considerate language must be used at all times and you should understand that if inappropriate content is found during screening, it will be forwarded to the E-Safety Officer and Headteacher for further action.
7. You must not use any personal social networking or email accounts in school. (You should also be aware that attempting to contact staff members via social networking sites, will be blocked and reported to the E-Safety officer and Headteacher. It may also be reported to the site provider.)
8. **For year 5 and 6 only** - Mobile phones should only be brought onto the school site when absolutely necessary and must be handed to the class teacher, at registration, for safe keeping. These devices will be handed back to the you at the end of the school day. All devices should remain switched off while on the school site, regardless of time of day, unless under direct adult supervision.
9. If You have parental permission to contact others via electronic messaging, you must agree to do so responsibly and positively (please refer to our E-Safety policy for further guidelines)
10. Please note, the legal age limit to access social media sites, unsupervised, is 13 years.

Failure to comply with these rules will result in one or more of the following:

- A letter or meeting informing parents of the nature and breach of rules.
 - A ban, temporary or permanent, on the use of the internet/network at school.
 - Appropriate sanctions and restrictions placed on future access to school facilities to be decided by the school.
 - Confiscation of personal devices
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- I have read, understood the conditions of acceptable use as outlined in this letter and I will keep my password/s secure (only share this information with trusted adults, to support access to school approved sites).
 - If I think someone knows my password, I will tell the class teacher straight away and stop using the account until a new password has been set up.
 - I will be kind and polite when sending messages or when making entries on blogs and forums.
 - I understand that the school approved sites track usage and all messages sent can be traced back to the login that sent them.
 - If I see anything I am unhappy with or receive a message I feel is against my rights, I will tell an adult immediately