



ICT Acceptable Use Agreement for Pupils in Year 3, 4 5 & 6

General Safeguarding Statement

Appledore School is committed to ensuring that consistent effective safeguarding procedures are in place promoting the welfare and wellbeing of our children and expects all staff and volunteers to share this commitment. We understand the importance and benefits of using computers to help with children's learning and personal development and recognise that safeguards need to be in place to ensure children keep safe at all times.

This Acceptable Use Agreement is intended to ensure:

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

Acceptable Use Policy Agreement

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.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications. I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- 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 (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- 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 or anything 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 systems and devices are intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not use the school systems or devices for on-line gaming or video broadcasting unless I have permission from a member of staff to do so.

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 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 understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings

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

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, 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 I am not allowed to use my own devices e.g. mobile phone, on the school site under any circumstances. If I require a mobile phone for safety purposes, before and after school, I will hand it in at the start of each day to be locked away securely
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to consequences. This may include loss of access to the school network / internet, contact with parents and in the event of illegal activities involvement of the police.

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 out of the school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc. In addition to this:

For access to be granted to school systems and devices completion of the relevant Google Form distributed to your family is required.