



## Pupil Acceptable Use Agreement (KS2)

### PUPIL GUIDELINES FOR SAFE COMPUTER/IPAD AND INTERNET/EMAIL USE

- I will only use the Internet when there is a teacher present.
- I will take care of the computer and other equipment.
- I will always ask for permission before accessing the Internet/Email.
- I will only use my own usernames and passwords to log on to the system/email and keep them secret.
- I will not access other people's files.
- I will only email people I know, or my teacher has approved and ensure that the messages that I send will be polite and responsible.
- I understand that the use of strong language, swearing or aggressive behaviour is not allowed when using the Email.
- I will not give personal details (like my home address, telephone or mobile number), or the personal details of any other person to anyone, or arrange to meet someone unless my parent/carer or teacher has given me permission.
- I will only view, download, store or upload material that is lawful, and appropriate for other users. If I am not sure about this, or come across any potentially offensive materials, I will inform my class teacher straight away.
- I will avoid any acts of vandalism. This includes, but is not limited to, uploading or creating computer viruses and mischievously deleting or altering data from its place of storage.
- Use the Internet for research and school purposes only.
- I will not bring in memory sticks or CD Roms from home to use in school unless I have been given permission by my class teacher.
- I understand that the school may check my computer files/Emails and will monitor the Internet sites that I visit.
- I understand that if I don't follow these rules, my access to the school computer system/Internet/Email/ iPads may be suspended, and my parents/carers will be informed.

### Pupil Acceptable Use Agreement Form

This form relates to the pupil Acceptable Use Agreement, to which it is attached.

Please complete the sections below 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 school ICT systems.

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.

Name of Pupil

Class

Signed

Date