



Acceptable Use Policy  
For  
Key Stage 2 Pupils

Reviewed May 2024  
Next Review May 2025

## **Introduction**

Digital technologies have become integral to the lives of children and young people, both within and outside schools. These technologies are powerful tools, which open up new opportunities for everyone. They can stimulate discussion, encourage creativity, and stimulate awareness of context to promote effective learning. Learners should have an entitlement to safe access to these digital technologies.

### **This acceptable use agreement is intended:**

- to ensure that learners will have good access to devices and online content, be responsible users and stay safe while using digital technologies for educational, personal, and recreational use
- to help learners understand good online behaviours that they can use in school, but also outside school
- to protect school devices and networks from accidental or deliberate misuse that could put the security of the systems and users at risk.

## **Acceptable Use Agreement**

When I use devices, I must behave responsibly to help keep me and other users safe online and to look after the devices.

### **For my own personal safety:**

- I understand that what I do online will be supervised and monitored and that I may not be allowed to use devices in school unless I follow these rules and use them responsibly
- I will only visit internet sites that adults have told me are safe to visit
- I will keep my username and password safe and secure and not share it with anyone else
- I will be aware of “stranger danger” when I am online
- I will not share personal information about myself or others when online
- If I arrange to meet people off-line that I have communicated with online, I will do so in a public place and take a trusted adult with me
- I will immediately tell an adult if I see anything that makes me feel uncomfortable when I see it online.

### **I will look after the devices I use, so that the school and everyone there can be safe:**

- I will handle all the devices carefully and only use them if I have permission.

- I will not try to alter the settings on any devices or try to install any software or programmes.
- I will tell an adult if a device is damaged or if anything else goes wrong.
- I will only use the devices to do things that I am allowed to do. (schools may wish to add anything that would not be allowed e.g. online games, file sharing etc.)

**I will think about how my behaviour online might affect other people:**

- When online, I will act as I expect others to act toward me.
- I will not copy anyone else's work or files without their permission.
- I will be polite and responsible when I communicate with others, and I appreciate that others may have different opinions to me.
- I will not take or share images of anyone without their permission.

**I know that there are other rules that I need to follow:**

- I will only use my own personal devices (mobile phones/USB devices/smart watches etc.) in the school if I have permission (schools should amend this section in the light of their mobile devices policies). If I am allowed, I still have to follow all the other school rules if I use them.
- I will only use social media sites with permission and at the times that are allowed (schools should amend this section to take account of their policy on access to social media).
- 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 is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- I should have permission if I use the original work of others in my own work.

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

- I know that I am expected to follow these rules in school and that I should behave in the same way when out of school as well.
- I understand that if I do not follow these rules, I may be subject to disciplinary action. This could include (schools should amend this section to provide relevant sanctions as per their behaviour policies) *loss of access to the school*

*network/internet, detentions, suspensions, parents/carers contacted and in the event of illegal activities involvement of the police.*

### **Learner Acceptable Use Agreement Form**

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 systems. (Schools will need to decide if they require learners to sign, or whether they wish to simply make them aware through education programmes/awareness raising).

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 devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I am out of school and involved in any online behaviour that might affect the school or other members of the school.

Name of Learner: [OBJ]

Group/Class:

Signed: [OBJ]

Date: [OBJ]

Parent/Carer Countersignature (optional)