

Appendix 2 - Acceptable Use Agreement for Pupils

(KS2 and above)

Technology is a part of learning, entertainment, and communication however the use of technology can also bring risks. It is important that you learn to recognise risks and take action to stay safe. When using technology within the academy, you must agree to the following:

- **I understand** that my use of academy owned technology systems and devices is monitored when I am working both on and offline (including email and internet searches) and this includes devices given to pupils to use at home.
- **I will** be respectful to everybody online. I will treat everybody the way that I want to be treated.
- **I will** use AI responsibly
- **I will** be polite and responsible when I communicate with others.
- **I will not** share personal information online with anyone and understand why this is dangerous.
- **I will** let my teacher or responsible adult in school know if anybody asks me for personal information.
- **I understand** that some people on the internet are not who they say they are and that some people may be unkind and wish me harm. I will tell my teacher if I am ever concerned in the academy or my parents if I am at home.
- **I will** let my teacher or responsible adult in school know if someone has accessed or shared a website, image or information that is offensive or illegal.
- **I will** let my teacher or responsible adult in school know if anybody says or does anything to me that is hurtful or upsets me.
- **I promise** to only use the academy ICT for schoolwork that the teacher or responsible adult in school has asked me to do.
- **I promise** not to look for or show other people things that may be offensive or distressing.
- **I promise** to show respect for the work that other people have done.
- **I will not** use other people's work or pictures without permission to do so.
- **I will not** damage the ICT equipment. If I accidentally damage something I will tell my teacher.
- **I will not** share my password with anybody. If I forget my password, I will let my teacher know.
- **I will not** use other people's usernames or passwords.
- **I will not** download anything from the internet unless my teacher has asked me to.
- **I will not** try to access anything illegal.
- **I will not** sign up to and use social networking sites I am not permitted to.
- **I will not** access or share any sites or information that may cause offence or harm to me or others.
- **I will** only use my personal device if I have received permission from a member of staff.
- **I understand** that I am responsible for my actions and the consequences. If I break the rules in the Acceptable Use Agreement, there will be consequences of my actions, and my parents will be told.

Mobile devices

- I will only use personal mobile devices during out-of-school hours in accordance with the ICT Policy and my own academy's rules

- I will ensure that my mobile device is either switched off or set to silent mode during school hours and will only use my device to make or receive calls when an adult permits me to do so.
- I will seek permission/consent before a device is used to take images or recordings.
- I will not use any mobile devices to take pictures of fellow pupils or adults unless I have their consent.
- I will not take or store images or videos of staff members on any mobile device.
- I will not use any mobile devices to send inappropriate messages, images, or recordings.
- I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content.
- I will not access the Wi-Fi system using personal mobile devices, unless permission has been given by the Principal.

I have read and understood the above and agree to follow these guidelines.

Name of Pupil: _____

Signed: _____

Year Group: _____

Date: _____

I have read this *Acceptable Use Agreement* and understand that my child's internet access could be monitored to ensure that there is no illegal or inappropriate activity by any user of the academy network. I acknowledge that this has been explained to my child and that they have had the opportunity to voice their opinion and to ask questions.

Name of Parent: _____

Signed: _____

Date: _____