



Barlborough Primary School

Acceptable Use of IT Policy For Older Pupils (Key Stage 2)

(Digital Devices – includes laptops, tablets, cameras, video recording equipment and mobile phones)

I understand that I must use school computers and digital devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the computers/digital devices and other users.

Safe

- I will only send messages which are polite and friendly.
- I will not use strong language
- I will only post pictures or videos on the internet if they are appropriate and if I have permission
- I only talk with and open messages from people I know, and I only click on links if I know they are safe
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult

Trust

- I know that not everything or everyone online is honest or truthful
- I will check content on other sources like other websites, books or with a trusted adult
- I always credit the person or source that created any work, image or text I use

Responsible

- I understand that the *school* will monitor my use of the computers, tablets, other digital devices and digital communications.
- I always ask permission from an adult before using the internet
- I only use websites and search engines that my teacher has chosen
- I use school computers for school work, unless I have permission otherwise
- I keep my personal information safe and private online as well as others personal details (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, money/bank account details etc).
- I will keep my usernames and passwords safe and not share them with anyone and understand that I should not write these down or store it where it is possible that someone may steal it.
- I will not copy, remove, access or change other people's files or information
- I will only change the settings on the computer if a teacher/technician has allowed me to
- I will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work. (unless I have permission)
- I will not use the school internet, server or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.
- Although the school encourages children NOT to meet people that they have met online, if I arrange to meet people off-line that I have communicated with on-line, I will do so with my parents/ carers permission. I will do it 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. This can be done on the school website, on the incident forms or by telling an adult that you trust,

Understand

- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that my use of school devices/computers and internet access will be monitored.
- I understand that I am not use my own personal devices (mobile phones / USB devices etc) in school unless I have permission and that if I bring a mobile phone/ device to school, for safety reasons, I will take it straight to the school office as soon as I arrive at school.
- When using the internet for research or work, I recognise that I should ensure that I have permission to use the original work of others in my own work and that where work is protected by copyright, I will not try to download copies (including music and videos).

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

- I understand that Barlborough Primary School has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are 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 photos/ videos or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to relevant sanctions which the learners at Barlborough Primary School have created. This may include loss of golden time, play times and not being allowed to use the school devices or have access to the internet. We will contact parents/ carers and in the event of illegal activities involve the police when necessary.
- I understand that if an incident does occur, Barlborough Primary School's Online Safety Group have agreed that a research project by those involved will be conducted during Miss Jolly's Thursday drop in sessions where you will be expected to explore how a more responsible approach should have been taken to avoid escalation.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.

Student / Pupil Acceptable Use Agreement Form

I have read and understand the above and agree to follow these guidelines when:

- I use the *school* computers, tablets, server and internet and other 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, I am learning, school website etc.

Name

Class

Signed

Date