

# IT Acceptable Use Agreement

## KS2

### (Students and Parents)

---

**Key Document details:**

|                  |                                   |                     |        |
|------------------|-----------------------------------|---------------------|--------|
| <b>Author:</b>   | James Summerson &<br>Leah Newbury | <b>Approver:</b>    | CEO    |
| <b>Owner:</b>    | Mark Weller                       | <b>Version No.:</b> | 3.0    |
| <b>Date:</b>     | 19/12/2018                        | <b>Next review:</b> | Annual |
| <b>Ratified:</b> | 02/01/2019                        |                     |        |

---

## Acceptable Use Agreement KS2 (Students)

### I will follow these rules when using technology...

- I will be polite, kind and responsible when I communicate with others online.
- I will respect others' work and property online and will not access, copy, remove or change anyone's work without their permission.
- I will not take or share pictures/videos of anyone without their permission.
- I will not bring in my own personal devices (mobiles/tablets) to school unless my parents get permission from the school. If I am given permission, I will follow the school rules for storing and using my device.
- I will take care of the computing equipment in school and understand that there will be a consequence if anything is deliberately damaged or broken.
- I will not try to install any programmes, download anything off the Internet or change the computer settings.
- I will only use suitable, age-appropriate websites that my teacher has directed me to.
- I will follow my school SMART rules to help me stay safe online
- I understand that my school can look at what I access using technology in school.
- I understand that if I break these online safety rules then there will be consequences: my parents/carers could be told, I could not be allowed to use computers/tablets/ the Internet, I may lose privileges in school or, if it was illegal, the police would be involved.
- I understand that there will also be consequences if I am involved in incidents of inappropriate online behaviour that involve my school or someone from my school when I am at home (e.g. online-bullying, sharing pictures/videos without permission)



**stay safe online**  
Remember the 5 SMART rules when using the internet and mobile phones.

- S SAFE** Keep safe by being careful not to give out personal information – such as your full name, email address, phone number, home address, photos or school name – to people you are chatting with online.
- M MEET** Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.
- A ACCEPTING** Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!
- R RELIABLE** Information you find on the internet may not be true, or someone online may be lying about who they are. Make sure you check information before you believe it.
- T TELL** Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

Find out more at Childnet's website ...  
[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

Childnet International © 2002-2007 Registered Charity no. 1080173 www.ohidnet.com  
Childnet International Kid Smart



**If you have a question, ask an adult to answer it, then write your name below to show that you will follow all of these rules.**

Name:  
Class:

Date:



## Acceptable Use Agreement

### KS2 (Parents)

New technologies are an essential part of children's and young people's lives, both in school and outside. The Internet and other digital technologies are powerful tools and open up new opportunities for everyone. They can stimulate discussion, promote creativity and encourage learning.

We believe that young people are always entitled to safe Internet access so the Acceptable Use Policy for children and parents ensures:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people regarding their online behaviour.

The school will try to ensure that students will have good access to technology to enhance their learning and will, in return, expect the students to agree to be responsible users.

**Please see attached/the reverse for the Pupil Acceptable Use Agreement that your child is expected to follow in school**

### Parent/Carer's Agreement

- I have read and understood the school online safety rules that my child is expected to follow
- I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials.
- I understand that the school cannot be held responsible for the content of materials accessed through the Internet.
- I agree that the school is not liable for any damages arising from use of the Internet facilities.
- I understand that the school has the power under the Education and Inspections Act 2006 to apply this policy to any incident that takes place outside of school, if it is related to the school community.

**Signed:**

**Date:**

**Please sign and return to school to show that you support this agreement.**