

**Winscombe Primary School**  
**KS2 Acceptable Use Agreement**



Winscombe Primary School encourages the appropriate, effective and safe use of technology. All users of technology in the school must agree to certain rules and will only use the equipment and software as instructed.

**My Responsibilities**

When I use the school's ICT systems (like Chromebooks and iPads) and go on the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my personal information safe and not share private information about myself or others online
- Tell a teacher (or sensible adult) immediately if I find any material which might distress or harm me or others
- Think about the ways I use technology so that it will not affect my physical or mental health.
- Respect others' work and will not access, copy, remove or alter any other user's files, without the owner's knowledge and permission.
- Carefully check information I use for my learning, as I understand that not all information on the internet is reliable
- Be polite and responsible when I communicate with others and report any incidents of bullying
- Use the equipment with care and immediately report any damage or faults involving equipment or software, however this may have happened
- Always log off or shut down a computer when I have finished working on it

**I will not:**

- Access sites that are blocked or that are unsuitable for use in school
- Arrange to meet people off-line that I have communicated with online
- Take or distribute images of anyone without their permission.
- Click any links, without first checking with my teacher
- Use my personal hand held / external devices (mobile phones / USB devices etc) in school.

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

**I understand that the school may investigate incidents that cause upset or harm taking place outside school.**

**I understand that if I fail to comply with this Acceptable Use Agreement,**

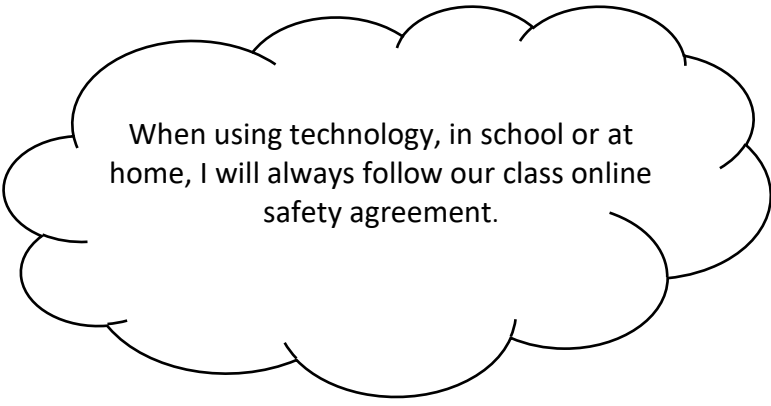
**I will follow the sanctions agreed in the behaviour policy and my parents may be contacted and in the event of illegal activities involvement of the police.**

Signed (pupil): \_\_\_\_\_

Date: \_\_\_\_\_

Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT

systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.



When using technology, in school or at home, I will always follow our class online safety agreement.