Technology acceptable use agreement – pupils

Kingsley Primary School understands the benefits technology can have on enhancing the curriculum and pupils' learning but we must make sure that pupils respect school property and use technology appropriately. To achieve this, we have created this acceptable use agreement, which outlines our expectations of you whenever you are using technology. This applies to personal or school devices and on or off the school premises.

Please read this document carefully (or listen to your teacher/parent read it) and sign below to accept that you agree to our school rules.

1. Using technology in school

- I will only use ICT systems, e.g. computers, laptops and tablets, which my classroom teacher has given me permission to use.
- I will only use the approved email account provided to me by school when in school or sending things to school.
- I will not store or use any personal data relating to a pupil or staff member for non-school related activities. If I have any questions about storing or using personal data, I will speak to my classroom teacher.
- I will delete any chain letters, spam, and other emails from unknown senders without opening them.
- I will ensure that I get permission from my classroom teacher before accessing learning materials, e.g. source documents, from unapproved sources.
- I will only use the internet for personal use during out-of-school hours, including break and lunchtimes. During school hours, I will use the internet for schoolwork only.
- I will not share my passwords, e.g. to my school email address, with anyone.
- I will not install any software onto school ICT systems unless instructed to do so by my classroom teacher.
- I will adhere to the Online Safety guidelines I have been taught.
- I will only use the school's ICT facilities to:
  - Complete class work, homework and to prepare for lessons and exams.
  - Undertake revision and research.
  - Gather or process information for extra-curricular activities, e.g. creating the school newsletter.
- I will not use the school's ICT facilities to access, download, upload, send, receive, view or display any of the following:
  - Illegal material
  - Any content that could constitute a threat, bullying or harassment, or anything negative about other people or the school
  - Content relating to a person's sexual orientation, gender assignment, religion, race, disability or age
  - Online gambling
  - Content which may negatively affect the reputation of any organisation (including the school) or person, whether or not they are known to be true or false
  - Any sexually explicit content
  - Any personal data or information

2. Mobile devices

- I will use school-owned mobile devices, e.g. laptops and tablets, for educational purposes only.
- I will only use personal mobile devices during out-of-school hours.
- I will ensure that my mobile device is switched off during school hours and stored in my classroom teachers cupboard first thing on a morning. (Year 5 – 6)
- I will seek permission from my classroom teacher before a school-owned mobile device is used to take images or recordings.
- I will not use any mobile devices to take pictures of fellow pupils or staff unless I have their consent.

- I will not use any mobile devices to send inappropriate messages, images or recordings.
- I will ensure that my personal and school-owned mobile devices do not contain any inappropriate or illegal content.
- I will not access the WiFi system using personal mobile devices.
- I will not take or store images or videos of staff members on any mobile device, regardless of whether or not it is school owned.

3. Social media

- I will not use any school-owned mobile devices to access personal social networking platforms.
- I will not communicate or attempt to communicate with any staff members over personal social networking platforms.
- I will not accept or send 'friend requests' from/to any staff members over personal social networking platforms.
- I will ensure that I apply the necessary privacy settings to any social networking sites.
- I will not publish any comments or posts about the school on any social networking platforms which may affect the school's reputation.
- I will not post or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, staff or parents, on any online website.
- I will not post any material online that:
  - Is offensive
  - Is private or sensitive
  - Infringes copyright laws
  - Damages the school's reputation
  - Is an image or video of any staff, parent or nonconsenting pupil

4. Reporting misuse

- I will ensure that I report any misuse or breaches of this agreement by pupils or staff members to the computing coordinator, deputy heads or headteacher.
- I understand that my use of the internet will be monitored by the computing coordinator and recognise the consequences if I breach the terms of this agreement, e.g. having personal devices confiscated.
- I understand that the headteacher may decide to take disciplinary action against me in accordance with the school's Behaviour Policy if I breach this agreement.

I acknowledge that I have read and understood this agreement and ensure that I will abide by each rule.

My Name:	
My Signature:	
Parent Signature:	
Date:	
Name of classroom teacher:	
Signed:	
Date:	