

Acceptable Use Agreement



Acceptable Use Agreement for Children

IT stands for Information Technology (this includes: the internet, email and mobile technologies).

Sitwell Junior School expects all pupils to be safe and responsible when using any IT. It is essential that pupils are aware of E-Safety and know how to stay safe when using any IT. This information is shared regularly in PSHE and Computing lessons and assemblies.

Children must read and discuss this agreement with their parents/carers. If there is anything that you do not understand, you must ask your teacher to explain it to you. When you have read this agreement, and understood it, you must sign to say that you agree to follow it. If you have any concerns, or you do not understand anything, ask your class teacher.

General Use

- I will only log onto Sitwell Junior School systems using my own username and password.
- I will not share my username and password with anybody else.
- If I think someone has guessed my username and password, I will tell my class teacher.
- I will be responsible for my behaviour when using the internet. This includes the things that I look at and the words that I use.
- I will not try and get to any websites that the school has blocked access to.
- I will make sure I take care of any school-owned IT equipment that I use in school.
- I will not attempt install any software or apps onto school computers.
- I will return any school-owned IT equipment to the correct place (e.g. Chromebook cabinet) when I have finished using it.
- I know that my use of IT can be checked and that my parent/carer contacted if a member of school staff is concerned about my safety.
- I will not damage any school-owned IT equipment.
- I will not eat or drink while using school-owned IT equipment.

Social Media

- I know that some websites and social media networks have age restrictions and I should not use them unless I am old enough.
- I will not say nasty or hurtful things about any member of staff or pupil online.

- I will not give away any of my personal details (full name, age, date of birth, sex, address etc.) or the personal details of other users in school, over the internet. This includes photographs or video images of me, other pupils or members of staff.
- I will never arrange to meet anyone I have only met online.
- If I see any hurtful comments about the school, staff or pupils, I will take screenshots for evidence and report to my class teacher.

Managing Digital Content

- I will only use school-owned equipment to create pictures, video and sound. Pictures, video and sound will not be taken without asking permission first.
- I will not publish anything online, e.g. images or pictures, without asking my teacher.

Email

- I will only use my school email address to contact people I know or those agreed by my teacher.
- I will take care in opening any attachments sent by email. I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- When sending emails, I will make sure that they are polite and sensible.

Mobile phones and devices

- I will only bring my mobile phone or other devices to school with permission from my teacher (Y5/6 children only).
- I will not take pictures in school on my mobile phone or mobile device.
- I understand that if I bring unauthorised electronic equipment into school, and use it, that it will be confiscated and my parents/carers will be asked to come into school to collect it.

Google account

- I will only use my Google account to create school work related documents.
- I will only share school work related information using my Google account.
- I will only use the Google apps that I have been given permission to use by my class teacher.
- I understand that my teachers will look at, and may provide feedback on, my work that I keep in my files.
- The content in emails/messages that I send to others using my Google account will be school work related.
- If I receive any inappropriate shared information to my Google account, I will inform my class teacher immediately.

Parent/Carer and Pupil:

- We have discussed this document and my child agrees to follow the rules in this agreement and to support the safe and responsible use of IT at Sitwell Junior School.
- We understand that these rules are designed to keep pupils safe and that if they are not followed school sanctions will be applied. The school has a duty and a right to

report illegal or significantly inappropriate content/usage to the Police, or other agencies, for further action.

By filling in the following information you are confirming that you have read and understand the Acceptable Use Agreement.

Pupil Name: _____ Signature: _____ Class: _____

Parent Signature: _____ Date: _____

Please note: If you misuse any school devices or your own, or other children's, Google accounts then this may result in your account being disabled and you being banned from using any school devices.