

# **Pupil Acceptable Use of Technology Policy Agreements**



## **Key Stage 2 (7-11)**

### **The Agreement**

This Acceptable Use Policy Agreement is intended to ensure:

- that pupils at King Offa Primary Academy will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.

I understand that I must use school devices and systems in a responsible way and that this agreement will keep me safe when I am online at home and at school.

### **For my own personal safety:**

- I know that I will be able to use the internet in King Offa Primary Academy for many different activities and to keep myself and others safe I must use it responsibly.
- I will not share my password with anyone, and I will log off when I have finished using the computer or device.
- I will protect myself by not telling anyone I meet online any of my personal information. This includes my address, my telephone number, my school name.
- I will not send a picture of myself without permission from a teacher or other adult.
- I will not arrange to meet anyone I have met online alone in person without talking to a trusted adult.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

**I understand that everyone has equal rights to use technology as a resource and:**

- I know that posting anonymous messages or pretending to be someone else is not allowed.
- I know that information on the internet may not be reliable and it sometimes needs checking so I will not download any material from the internet unless I have permission.
- I know that memory sticks/CDs from outside of the school may carry viruses so I will always give them to my teacher so they can be checked before opening them.
- I know that I am not allowed on personal email, social networking sites or instant messaging in King Offa Primary Academy
- I know that all King Offa Primary Academy devices/computers and systems are monitored, including when I am using them at home.

**I will act as I expect others to act toward me and:**

- I will be polite and sensible when I message people online.
- I will not be rude or hurt someone's feelings online.
- I will not look for bad language, inappropriate images or violent or unsuitable games, and if I accidentally come across any of these I will report it to a teacher or adult in King Offa Primary Academy, or a parent/carer at home.
- If I get unkind, rude, or bullying emails or messages, I will report them to a teacher/adult. I will not delete them, I will show them to the adult.