



# Pupil Acceptable Use Agreement – Lower KS2 (Years 3 and 4)



## Acceptable Use Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the Decoy School check my use of the school systems and devices.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not tell or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, where I go to school, bank account details etc.)
- I will not use my school email address for anything other than school related work/activities.
- I will always tell my parents/carers if someone I have met online asks to meet me.
- I will immediately report any unpleasant messages, anything I know is inappropriate or anything that makes me feel uncomfortable when I see it on-line.
  
- I understand that the Decoy School systems and devices are mainly to help with my learning and that I will not use them for anything else unless I have permission.
- I will not take or share images of others without their permission and that of a responsible adult.
  
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

When using the internet for research or recreation, I recognise that -

- When I am using the internet to find information, I should take care to remember that not all information on the internet is accurate.
- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).

**Golden Rule - I will act as I expect others to act toward me.**



**I have read and understand the above and agree to follow these guidelines when:**

- I use the Decoy School systems and devices (both in and out of school)
- I use my own devices in Decoy School (when allowed) e.g. mobile phones
- I use my own equipment out of Decoy School in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, website etc.

Name of Pupil: .....

Class: .....

Signed: .....

Date: .....