



Pupil Acceptable Use Agreement – **Upper KS2 (Yrs 5 and 6)**



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 use the Decoy School systems or devices for on-line gaming, internet shopping, file sharing, or uploading videos unless I have permission from a member of staff to do so.
- I will respect others' work and property and will not access, copy, remove or change anyone else's files, without the owner's permission.
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language.
- I will not take or share images of others without their permission and that of a responsible adult.

- I understand that if I bring a mobile phone to school, the phone must be handed into the class teacher at the start of the school day; it will then be returned to the me at the end of the school day just before I go home. The mobile phone must also be switched off before entering the school site.
- I will only use my own personal devices (mobile phones) in school if I have permission.
- 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: