



KS2 Acceptable Use Agreement (For Pupils and Parents/Carers)

Name of Pupil: _____

Using Technology Safely and Responsibly

I have read, understand and agree to follow these rules whenever I use school computers, tablets, other digital devices or the internet.

The school uses monitoring and filtering systems to help keep everyone safe when using the internet and school devices.

Keeping Myself Safe Online

I will:

- Keep my usernames and passwords private and tell a trusted adult if someone else knows them.
- Keep my personal information safe, including my full name, address, telephone number, passwords and school details.
- Be careful when talking to people online and only communicate with people I know and trust.
- Tell a trusted adult straight away if anything online worries, upsets, confuses or scares me, or if I think someone may be unsafe.
- Only meet someone I have spoken to online if a trusted adult is with me.

Using Technology Sensibly

I will:

- Use the school's technology and internet responsibly and mainly for learning purposes.
- Only use devices, websites, apps and online tools that my teacher has approved.
- Only use apps and AI tools when a teacher has said I can and ask for help if I am unsure.
- Think carefully about whether information online is true and use trusted sources to check information.
- Ask a trusted adult before opening unexpected links, pop-ups, messages or attachments, even if they seem to come from someone I know.
- Use Google Classroom responsibly by communicating respectfully, submitting my own work and using it only for learning purposes.
- Save my work to my Google Drive and only save work to shared areas when my teacher has given permission.
- Look after school devices and tell a member of staff if equipment is damaged or not working properly.
- Log out and shut down devices correctly when I have finished using them.

Being Respectful Online

I will:

- Treat other people kindly and respectfully online, just as I do in school.
- Think carefully before posting, sharing or commenting online because information can stay online for a long time.

- Remember that my behaviour online can affect me, other people and my school.
- Respect other people's privacy and not share personal information about them.
- Only take, use or share photographs, videos or recordings of other people when I have permission.
- Ask permission before using somebody else's work, pictures, music, videos or ideas.

I Will Not

- Access websites, apps, games or online services that I have not been given permission to use.
- Use inappropriate, offensive or unkind language online.
- Create, share or post anything that could upset, harm or offend others.
- Log on using someone else's account or allow someone else to use mine.
- Deliberately damage school equipment, software or systems.

Mobile Phones and Personal Devices

If I bring a mobile phone or personal electronic device to school:

- I will hand it in to the school office when I arrive at school.
- I will not use it during the school day, at clubs or at school activities unless a member of staff gives permission.

What Happens if I Do Not Follow These Rules?

I understand that if I do not follow these rules, staff will help me understand what has gone wrong and there may be consequences. These may include losing access to school technology, discussions with parents/carers and, where necessary, involvement of other agencies such as the police.

I understand that the school may take action if my online behaviour outside school affects the safety, wellbeing or reputation of other pupils, staff or the school community.

Pupil Agreement

I have read and understood these rules and agree to follow them whenever I use school technology, school systems or the internet.

Signed (Pupil): _____

Date: _____

Parent/Carer Agreement

I have read and discussed this Acceptable Use Agreement with my child. I understand that the school uses filtering and monitoring systems to help keep children safe online and that pupils are expected to use technology responsibly.

I agree that my child may use the school's ICT systems, devices and internet under the supervision of school staff. I will support the school in helping my child to use technology safely, responsibly and respectfully.

Signed (Parent/Carer): _____

Date: _____