

Fynamore Primary School

Acceptable Use of Technologies Policy for Pupils - KS2



I understand that I must use school laptops, iPads and the Internet in a responsible way, to ensure that there is no risk to my safety or to the safety of others.

For my own safety:

- I understand that the schools will monitor my use of the school devices (laptops and iPads) and systems.
- 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 a password as someone may steal it.
- I will be aware of "stranger danger", when I am communicating online.
- I will not share personal information about myself or others when online (this could include names, home addresses, email addresses, telephone numbers, age, my school details)
- I will report any unkind or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online straight away.

I understand that everyone has the right to use technology:

- I understand that the school's devices and Internet are for educational use and that I will not use them for personal use unless I have permission.
- I will not try to make large downloads or uploads that might take up the capacity of the Internet and stop other children from being able to do their work.
- I will not use the school's Internet or devices for online gaming, online gambling, Internet shopping or video broadcasting (e.g. YouTube).

I will act as I expect others to act towards me:

- I will respect others' work and will not access, copy, remove or change any computer files that belong to somebody else.
- I will be polite and responsible when I communicate with others
- I will not use unkind or inappropriate language and I appreciate that others may have different opinions to my own.
- I will not take or share images of adults or children in school without their permission.

I understand that the school has security and safety rules:

- If I bring my own personal device into school (e.g. a mobile phone or tablet) then I will make sure this is handed in to the office at the beginning of the school day or handed to my class teacher to be locked in the classroom cupboard.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others
- I will not use any programmes that might allow me to bypass the filtering/ security systems in place to prevent access to inappropriate materials.
- I will immediately report any damage or faults involving laptops or iPads, however this may have happened.
- I will not open any attachments in emails, unless I know and trust the person who sent the email.
- I will not install or attempt to install or store programmes of any type on a school laptop or iPad
- I will not alter the computer settings

When using the Internet, I know that:

- When I am using the Internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful.
- Where work is protected by copyright, I will not try to download copies (including music and videos)

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school has a responsibility to follow up any incidents of inappropriate online behaviour when I am out of school such as online-bullying, inappropriate use of images or personal information.
- I understand that if I do not follow this Acceptable Use Policy then I may lose access to school laptops, iPads and the Internet. I may also receive a behaviour consequence and my parents/ carers may be contacted. In the event of illegal activities, we may need to involve of the police.

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