



Acceptable Use Policy (KS2) Hillside Community First School

Adopted date:	Autumn 2017
Signature of Headteacher:	Jeremy Harrison
Signature of Governing body:	Ben Mason
Next review date	Autumn 2020



KS2 Acceptable Use Agreement

Acceptable Use Agreement

I understand that I must use school systems in a responsible way, to make sure 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 school will monitor my use of the computers and other devices
- I will keep any usernames and passwords safe and secure – I will not share it and I will not use any other person's username and password.
- I will be aware of 'stranger danger', when I am communicating on-line.
- I will not share personal information about myself or others when on-line
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

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

- I understand that the school computers and devices are intended for educational use
- I will not use the school's computers or devices for on-line gaming or video broadcasting, unless I have permission of a member of staff to do so.

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

- I will respect others' work and will not access, copy or remove any other user's files
- I will be polite and responsible when I communicate with others.
- I will not take or distribute images of anyone without their permission.

I understand that the school has a responsibility to keep everyone safe

- I will only use my own personal devices (USB devices etc.) in school if I have permission.
- 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 immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person or organisation who sent the email.
- I will not try to alter computer settings.



When using the internet for research, I understand that:

- I should only access sites and material directed by my teacher or responsible adult
- I should take care to check that the information that I access is correct and truthful
- I should take care to check that I have permission to copy information

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

- I understand that the Hillside School has the right to take action against me if I am involved in incidents of inappropriate behaviour when I am out of school and where they involve other children such as cyber-bullying, use of images or sharing personal information
- I understand that if I don't follow this Agreement, I may lose my right to use the school equipment and my parents may be told and event of illegal activities involvement of the police.



KS2 Acceptable Use Agreement Form

This form relates to the KS2 Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign this agreement, access will not be granted to school systems.

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

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. gaming devices USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this school eg communicating with other members of the school, Education City and other VLE, website etc.

Class name