



Ribchester St. Wilfrid's Church of England Primary School

Pupil Acceptable Use Policy Agreement –Key Stage 2

Written by: Katie Isherwood (Headteacher)

Date: 01/09/2025

Date of review: 01/09/2025

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

We endeavour to teach our children to be responsible users of ICT and provide them with the guidance necessary to keep them safe when using online technologies. The school will try to ensure that our children will have good access to digital technologies to enhance their learning, but in return will expect the children to agree to be responsible users.

This Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the children to agree to be responsible users.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT resources in a responsible way, to ensure that I keep myself and others safe whilst working online.

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

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

When using the internet for research, I recognise that:

- 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)
- 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 and may be a deliberate attempt to mislead me.

Personal Safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.

- 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 working on-line.
- I will not share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, etc.)
- I will not upload any images of myself or of others without permission
- I will not arrange to meet with people that I have communicated with on-line.
- I will immediately report any unpleasant or inappropriate material, messages or anything that makes me feel uncomfortable when I see it on-line.
- I will learn how to use the 'thinkuknow' website to keep myself safe.
- I will report any bad behaviour by telling a responsible adult and will learn about using the CEOP Report button.
- I will respect all computer equipment and will report any damage or faults.
- I will respect others' work and will not access, copy, move or remove files.
- I will not use mobile phones/USB devices in school without permission.
- I will not use any programs or software without permission.
- I will not use or open email unless I know and trust the person or organisation.
- I will not install programs or alter any computer settings.
- I will only use approved and moderated chatrooms or social networking sites with permission from a responsible adult.

Cyber Bullying

- I will be polite when I communicate with others
- I know not to do online what I wouldn't do offline e.g. in the playground
- I will not use inappropriate language or make unkind comments
- I appreciate others may have different opinions
- I will not upload or spread images of anyone on the internet
- I understand that I need permission to be on the internet
- I will not fill in any online forms without adult permission.
- I will not use any sites I have not had permission to use, this includes social media sites that I am not old enough to use.
- I will not upload or download images, music or videos without permission.

Mobile Phones

- I know that mobile phones are not allowed to be used during the school day and are advised to be left at home.
- If consent has been given from home, then mobile phones are switched off and take to the school office at the beginning of the day. They are then to be collected at the end of the day.
- I know not to use text, voice messages, take images or use any internet connection to bully, upset or shock anyone in and out of school.
- I know that no images or videos should be taken on any mobile phones or personally owned mobile devices without the consent of the person or people it involves.
- I know that school is not responsible for any loss or damage to my mobile phone or any device I bring onto the school site.
- I understand that the school has a right to confiscate, search and keep any evidence on any mobile devices I bring into school.
- I know that I should protect my phone number by only giving it to trusted friends and family.

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

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be consequences. These may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

All pupils need to sign below to show that they have read, understood and agree to the Pupil Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

I understand that the Pupil Acceptable Use Agreement for using technology, internet, email and online tools safely

Name of child: _____

Signed (child): _____

Date: _____

Parent are requested to sign to show their support of the school in this important aspect of the school's work.

As the parent/carer of the above pupil, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

I understand that the school has discussed the Acceptable Use Agreement with my son / daughter and that they have received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's/daughter's activity on the system will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Name of parent/carer: _____

Signed (parent/carer): _____

Date: _____