

## KS2 Pupil Acceptable Use Agreement



*These rules will keep me safe and help me to be fair to others.*

- I will only use the school's computers for schoolwork and homework.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will keep my logins and passwords secret.
- I will not bring files into school without permission or upload inappropriate material to my workspace.
- I am aware that some websites and social networks have age restrictions and I should respect this.
- I will not attempt to visit Internet sites that I know to be banned by the school.
- I will only e-mail people I know, or a responsible adult has approved.
- The messages I send via email, phone messaging or any social networks, will always be polite and sensible. This includes messages sent both in and out of school.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission. I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult.

*I have read and understand these rules and agree to them.*

<i>Signed:</i>	<i>Date:</i>
<i>Name:</i>	<i>Class:</i>

## Consequences of breaking the rules:

# If you do this...

• This may happen

Use of non-educational sites during lessons  
Unauthorised use of email  
Unauthorised use of mobile phone (or other new technologies) in lessons e.g. to send texts to friends  
Use of unauthorised instant messaging / social networking sites

• **Referred to class teacher/ Phase Leader and warning given**

Continued use of non-educational sites during lessons after being warned  
Continued unauthorised use of email after being warned  
Continued unauthorised use of mobile phone (or other new technologies) after being warned  
Continued use of unauthorised instant messaging / chatrooms, social networking sites, NewsGroups  
Use of Filesharing software e.g. Vanbasco, BitTorrent, LiveWire, etc  
Accidentally corrupting or destroying others' data without notifying a member of staff of it  
Accidentally accessing offensive material and not logging off or notifying a member of staff of it

• **Referred to Class teacher/ Phase Leader/ e-safety Coordinator / removal of Internet access rights for a period / contact with parent]**

Deliberately corrupting or destroying someone's data, violating privacy of others  
Sending an email or MSN message that is regarded as harassment or of a bullying nature (one-off)  
Deliberately trying to access offensive or pornographic material  
Any purchasing or ordering of items over the Internet  
Transmission of commercial or advertising material

• **Referred to Class teacher / Phase Leader / e-safety Coordinator / Headteacher / removal of Internet and/or Learning Platform access rights for a period / contact with parents / removal of equipment]**

Continued sending of emails or MSN messages regarded as harassment or of a bullying nature after being warned  
Deliberately accessing, downloading and disseminating any material deemed offensive, obscene, defamatory, racist, homophobic or violent  
Receipt or transmission of material that infringes the copyright of another person or infringes the conditions of the Data Protection Act, revised 1988  
Bringing the school name into disrepute

• **Referred to Head Teacher / Contact with parents / possible exclusion / removal of equipment / refer to Community Police Officer / LA e-safety officer]**