**Clitheroe Pendle Primary - Acceptable Use Agreement – KS2**

**Acceptable Use Agreement**

I understand that I must use school systems in a responsible way, to ensure 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 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 I am communicating on-line.
* I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
* If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
* 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 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.

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

* I will respect others’ work and property and will not access, copy, remove or otherwise alter any other user’s files, without the owner’s knowledge and permission.
* I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
* I will not take or distribute images of anyone without their permission.

**I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**

* I will not use my own personal devices in school and I will hand it in at the school office for safe storage during the day.
* 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, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
* 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/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
* I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

**When using the internet for research or recreation, 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.

**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 online-bullying, use of images or personal information).
* I understand that if I fail to comply with this acceptable use agreement, I may be subject to disciplinary action. This could 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.

**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 if required)
* I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website etc.