



# Caversham Park Primary School

## Pupil Acceptable Use Agreement

Child's Name: .....

Year Group: .....

Digital technology is integral to our lives today, both within school and outside of school. In school, these technologies combined with internet access are a powerful tool that enable all children to learn across the whole curriculum however, it is important to recognise the need to use technology in an acceptable manner. At Caversham Park Primary School, we expect all pupils to be responsible for their own behaviour on the internet, just as they are anywhere else in the school.

Please read through the acceptable use guidelines with your child and sign below.

### Acceptable Use of Technology in School

#### I will:

- only use school technology when given permission
- use school computers, iPads and other technologies in a responsible way - so that myself and others keep safe.
- be aware of "stranger danger" when I am on-line.
- will not give any of my own personal information, or personal information about my family and friends when I am on-line. This includes passwords.
- tell an adult I know and trust if I see something that makes me feel uncomfortable, sad or upset.
- be kind to others when communicating through the use of technology.
- ask permission before using the internet and will only use websites that have been checked by an adult.
- not take photos of anyone without their permission.
- not copy, delete or change other people's work, unless I have been told to
- check that information is correct when finding information online.
- not download apps, games, music, files or pictures without asking prior permission;
- always ask permission if I wish to use an external storage device from home in the school computers;
- tell an adult if I see anything that is broken.

#### Pupil's Agreement

- I have read and I understand the school acceptable use guidelines.
- I understand that the technologies (computers / iPads etc.) are for school work and will not use them for anything else without the permission of a teacher.
- I will not damage any school equipment on purpose
- I understand that the school will check what technologies I use and how I use them when I am in school, including the use of Microsoft Teams for home learning.
- I understand that I am responsible for what I do both in and out of school:
  - I understand that the school may take action if I do not follow the above rules in school and out of school (if it affects the school or any other pupil / staff member). This may include my parents / carers being contacted.

Signed: ..... Date: .....

**Parent's/Carer's Agreement**

I have read and understand the Pupil Acceptable Use Agreement.

I know that my child has signed an Acceptable Use Agreement and has received, or will receive, E-safety education to help them understand the importance of safe use of ICT - 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 ICT 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 child's activity on the school's ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Guidance.

I know that the school cannot be held responsible for mis-use of personal technology outside of school and issues that may arise as a result of this. However, I am aware that it is important for me to inform the school of any concerns around the use of technology out of school.

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 E-safety.

Signed: ..... Date: .....

Parent's / Carer's name (please print): .....