

CHALFORD HILL PRIMARY SCHOOL

Pupil Acceptable Use Agreement

Reviewed: July 2016
Review Due: July 2019

When I am learning with computing, I will follow the school's Golden Rules.

I choose to look after property

- I will use computers, laptops, tablets (iPads) and all other technology equipment carefully and not damage it or hurt anyone while using it.
- I will not download without permission
- I will respect others' work, including other users' files and documents
- Because of the risk of the attachment containing viruses or other harmful programmes I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email
- I will not install or try to install programmes of any type on a machine, or store programmes on a computer
- I will not try to alter computer settings unless I have been asked to, or given permission to by my teacher.

I choose to be kind and helpful

- I will use computers, laptops and all other technology equipment in ways that will not upset or hurt others.
- I will be polite and respectful when I send emails or personal messages, post comments on social media or communicate in any other way online

I choose to work hard

- I will use the school's ICT systems for things a teacher has given me permission to do
- I will not use my personal hand held / external devices (mobile phones / USB devices etc) in school

I choose to be honest

- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not use the school's ICT systems for file sharing or taking other people's work.

I choose to stay safe

- I will never arrange to meet anyone in person after I have met them online.
- If anyone online asks me to meet them in real life I will talk to an adult such as my teachers or parents so they are able to remind me of the dangers involved.
- I will not give 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.

When I am learning with computing, I will follow the Golden Rules and the ideas in REACH. I will pay attention to:

**Respect
Effort
Achievement
Challenge
High-Five.**

I understand that the school will monitor my use of the ICT systems, email and other digital communications.

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

I understand that if I choose not to keep to this agreement I may not be allowed to use computers, laptops, tablets or other equipment until the school feels it is safe and right.

I understand that to be allowed to use the school's ICT systems and equipment, I need to read this agreement with my parent(s) and understand it as best I can.

I understand that to be allowed to use the school's ICT systems and equipment, we will sign and return the reply slip with the letter we have been sent.