

Acceptable use Agreement – pupil (KS1)

I understand that while I am a member of Hagley Primary School I must use technology in a responsible way.

I agree that I will:

- Always keep my passwords secret and only use my own or class password
- Only open documents and pages which my teacher/adult has said are okay
- Never look at other people's files
- I must check with my teacher/adult where to save my work
- Only work with people I know in real life
- Tell my teacher or trusted adult if anything makes me feel scared or uncomfortable
- Make sure that all messages I send are polite
- Show my teacher or trusted adult if I get a nasty message and not delete it
- Not reply to any nasty messages
- Not give out any information about myself such as my name, my family, my address, school or whether I am a boy or a girl
- Only email people my teacher/adult agrees to and they will check the email before it is sent
- Always ask my teacher/adult before I use the internet
- I will only use the computers with an appropriate adult in the room
- Never take or load a photograph of myself or anyone else without permission
- Never agree to meet a stranger
- Never damage the school ICT equipment on purpose
- Never change any settings on the school ICT equipment.

I understand that:

- Anything I do on the computer may be seen by someone else
- My teachers/adults will check that I am using the computers and the internet properly
- I may be stopped from using the computer if I am found to be using the computers or internet in a way my teacher would not be happy with
- I must always report any messages that make me feel uncomfortable to my teacher/adult
- If I see anything that makes me feel upset on the computer I will switch off the screen or close the lid/cover and report what I have seen to a teacher/adult