



Computing and online safety - Acceptable Use Agreement Years 2, 3 and 4

This acceptable use agreement is intended to ensure:

- that pupils at Rufford Primary School will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use (including the responsible use of devices at home and out of school hours)
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the learners to agree to be responsible users.

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.

- I will keep my passwords for login in to any computer or application to myself – if I think others know my passwords, I will tell my teacher.
- I will only use the computer for things my teacher has told me to do
- The messages I send will be polite and respectful.
- I will not bring my own mobile device/ phone into school
- My behaviour online (for example, when playing games at home on the computer) will be respectful and not aggressive in any way
- I will always report anything that I feel is unkind or makes me feel unsafe or uncomfortable to my teacher
- I will not reply to any unkind messages
- I will always keep my personal details private (e.g. my name, address, age, family information, journey to school, pets, hobbies)
- I will not share files or photos without the permission of my teacher (or parent/carer if at home)
- I will not copy text or pictures from the internet and pretend it is my own work
- I understand that the school will check my computer files and will monitor the Internet sites I visit
- I will treat computer equipment, like all school equipment, with care and respect
- I know that if I break the rules, I might not be allowed to use a computer

Please complete the sections below to show that you have read, understood and agree to the rules included in the acceptable use agreement.

My name: _____ Date: _____