**Pupil Use of Digital Technology Agreement (KS2)**

**School**

Digital technologies have become important parts of all of our lives. They help us by stimulating discussion, helping us to be creative and to put some of our learning within the real world outside of Trimley St Martin Primary School. Because of this it is important that you have safe internet access at all times.

**This agreement is to make sure that:**

* you will be responsible and stay safe while using the internet and other digital technologies for educational, personal use and whilst you are playing.
* school systems and other users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to make sure that you will have good access to digital technologies to support you in your learning and will, in return, expect you to agree to be responsible users.

**Pupil**

**I understand that I must be responsible when I am using school computing systems, so that there is no risk to my safety or to the safety and security of the computing systems and other users.**

**For my own personal safety:**

* I understand that the school will monitor my use of school equipment.
* I will keep school usernames and passwords 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 give any personal information about myself or others when on-line (this includes names, addresses, email addresses, telephone numbers, age, what school I go to, etc)
* I will not arrange to meet people that I have only met on-line.
* If I see any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line I will minimise it on screen and immediately tell an adult.

**I understand that everyone has equal rights to use technology and:**

* I understand that the school systems and devices are there for educational use and that I will not use them for personal use or to play on unless I have permission.
* I will not try (unless I have permission) to make large downloads which may slow down the computers for others.
* I will not use the school systems or devices for playing games online, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

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

* I will respect others’ work and property and will not open, copy, remove or change anyone else’s files, unless they know about it and have given their permission.
* I will be polite and responsible when I communicate with others online (including Social Media, email and any other forms of internet communication), I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
* I will not take a picture of anyone without their permission and I won’t pass it on or post it on any sites.
* I will not pass on inappropriate material or messages to other users

**I know that the school has to make sure that its technological equipment is looked after properly so that the school can run smoothly:**

* I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
* I understand the risks and will not try to upload, download or open up 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.
* I will immediately report any damage or faults involving equipment or software, however it has happened.
* I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation that sent the email.
* 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.
* I will only use social media sites with permission and that are appropriate for my age.

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

**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 (for example cyberbullying, using other people’s pictures or personal information).
* I understand that if I fail to comply with this agreement, there will be consequences. These may be the loss of access to the school network / internet, exclusions, contact with my parents and, if I do something illegal, involvement of the police.

**Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the agreement. If you do not sign and return this agreement, you will not be able to use school systems and devices.**

**Pupil Use of Digital Technology Agreement (KS2)**

This form relates to the KS2 Pupil using Digital Technology Agreement, which is attached. Please complete the sections below to show that you have read, understood and agree to the rules included in this agreement. If you do not sign and return this agreement, you will not be able to use school IT systems and equipment.

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)
* I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc
* **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 online or on social media, accessing school email, website etc.**

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Name of Pupil

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Pupil Signature

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Name of Parent

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Parent Signature

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Date