St Mary's and St Peter's C of E School

ICT Acceptable Use Agreement
KS2

Ready
- Learn my passwords and keep them secret (I may tell my parents if I think I won't remember)
- Save files with appropriate file names so I can find them if they are needed
- Put laptops/iPads back in the correct place and ensure they are plugged in

Respectful
- Look after the school computers
- Refrain from using any rude or offensive language in any emails, files or filenames
- Ask permission before printing

Safe
- Check with an adult before using a computer or the internet
- Use apps, software or websites that I am told I can use
- Make sure an adult is nearby when I am on the internet
- Tell an adult if I see anything that upsets me on the computer
- Only use the computer to contact someone outside of school with permission from a teacher
- Only download files from the internet with permission from a teacher
- Only copy or run files from a USB drive or CD/DVD with permission from a teacher
- Only take or send resources outside of school with permission from an adult
- Refrain from sharing personal information about myself or other people on the internet
- Tell an adult if I think someone has been using my account
- Tell an adult if I see anything that I am unhappy with or receive messages I don't like

I understand that:
- The school will monitor what I am doing on the computer to keep me safe
- The school may look at any of my messages or files at any time
- The school may keep a log of what programs I run and what websites I visit
- My parents may request to see the contents of my communications (where available) within reason

Additional Notes for parents:
The school uses web filtering and screen monitoring software on all the school computers and <u>any</u> Chromebooks logged into with a school account (on or off site). Therefore, we suggest using a personal account when doing anything other than schoolwork on a Chromebook.

Pupil's Signature:	Print Name:
Parent's Signature:	Print Name:
Date:	