



Bramhope Primary School Pupil Acceptable Use Policy KS2

Using computers and devices in school can help our learning. I understand that Bramhope Primary School is committed to safeguarding and promoting the welfare of our children and young people. This policy explains how I must use school systems responsibly, to keep myself and others safe and to keep the school computer systems and devices safe.

For my own personal safety:

- I understand that the school will check my use of computers and devices in school.
- I will keep my username and password safe and secure. I will not share it or let anyone else use it.
- I will not share personal information about myself (for example, my name) or others when online.
- I will immediately tell an adult if I see anything or receive any messages which make me feel uncomfortable.
- If I receive a message from someone I do not know, I shall not reply to the message and I will tell an adult immediately.

I will act as I expect others to act towards me:

- I will not copy, remove or change other people's work without their permission.
- I will be polite and responsible when I communicate with others online. I will not do or send anything which might upset or frighten another pupil. This includes any messages I might send at home as well as at school.
- I will not take or send images of anyone without their permission.

To protect school computer systems and devices:

- I will not use school devices without permission.
- I will immediately report any damage to equipment.
- I will not download programs onto school devices.
- I will carefully replace headphones after use.
- I will not open any links on messages which I am not sure are safe.

My devices:

- If my parents say I need to bring my phone to school, I will have completed the mobile phone registration form and will sign my phone into the office on arrival at the beginning of the school day. I shall then collect it at the end of school. I understand I will not be able access it during the school day.

When using the internet for research:

- I will not download music and videos.
- I will always check that the information that I come across is accurate. I understand that some information online is not accurate and may try to mislead me.

I understand that that if I break the policy there will be consequences. This may include not being able to use the computers and contacting parents. From a safeguarding perspective, the school has a duty to report some matters to the police.

I understand that if I take part in cyber-bullying or if I distribute inappropriate pictures to other pupils, that this is serious and that there will be significant consequences.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Policy. **If you do not sign and return this policy, access will not be granted to school systems and devices.**

Name of Pupil:

Class:

Signature:

I have read and discussed this with my child and we agree to the school policy.

Parent Signature

Date:

