



## **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.** I also acknowledge that the school may pass on my child's personal data (such as name, age and school year) to third party on-line providers of educational activities (such as Mathletics). I give my consent to this to the extent necessary for my child to take part in such activities.

Parent Signature:

Date: