

The Canons KS1 Acceptable Use Agreement

I will ask a teacher or trusted adult if I want to use the computers/laptops/tablets.

I will only click on things and open activities that a teacher or trusted adult has told or allowed me to use.

I will take care of the computers/laptops/tablets and other equipment.

I will tell a teacher or trusted adult if I see something on a screen that upsets me, or I am unsure of.

I will keep my passwords safe and will never use someone else's.

I know personal information such as my address, birthday and school that I go to, should never be shared online.

I know that if I break the rules, I might not be allowed to use a computer/laptop/tablet.

My Name:

Class:

Today's Date:

The Canons KS2 Acceptable Use Agreement

For my own personal safety:

I understand that in order to keep me and others safe, the school checks my files and monitors the sites that I visit. They will contact my parents/carers if an adult at school is concerned about me.

I will keep my usernames and passwords safe and secure and not share them with anyone else.

I understand what personal information is and will never share my own or others' personal information such as addresses, names and phone numbers.

I will immediately tell a trusted adult if I see something that worries me, makes me feel upset or I know is inappropriate.

I will not deliberately look for, save or send anything that could make others upset.

When I am using the Internet to find information, I should take care to check that the information is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

To look after devices:

I will handle all devices carefully and only use them if I have permission.

I will only use school devices for school purposes.

I will try not to alter the settings on any devices or try to install any software.

I will tell a trusted adult if a device is damaged or if anything else goes wrong.

I will only use the devices to do the things that I have been told I am allowed to do.

I will not open any attachments to emails, unless I know and trust the person/organisation who sent the email, due to the risk of the attachment containing viruses or other harmful content.

To think about how my online behaviour might affect other people:

When online, I will act as I expect others to act towards me, representing myself as a good digital citizen of this school.

I will not copy anyone else's work or files without their permission.

I will be polite and responsible when I communicate with others and I appreciate that others may have different opinions to me.

I will not take or share images of anyone without their permission.

I will only open and delete my own files.

I will never upload any images of school activities to any social networking site.

I understand that mobile phones must be handed in to the school office at the beginning of the day, to be collected at the end of the day. Once I have collected it, I must keep it in my bag or pocket until I have left the school site.

To be responsible for my actions:

I know that I am expected to follow these rules in school and that I should behave in the same way when out of school as well.

I understand that if I do not follow these rules, the privilege of being able to use devices/the Internet may be taken away and parents/carers informed.

Name:

Class:

Today's Date:

Signed: