



**CHURCH OF ENGLAND
ACADEMY**

Bringing **joy**...**inspiring** success!

Pupil Acceptable Use Agreement

| | | |
|----------------------------|-----------------|----------------|
| Written by: | Nicola Alburg | September 2023 |
| Approved by: | The Headteacher | October 2023 |
| Last reviewed: | The Headteacher | September 2024 |
| Next review due by: | The Headteacher | September 2026 |

Introduction

Digital technologies have become integral to the lives of children and young people, both within and outside schools. These technologies are powerful tools, which open-up new opportunities for everyone. They can stimulate discussion, encourage creativity and stimulate awareness of context to promote effective learning. Learners should have an entitlement to safe access to these digital technologies.

This acceptable use agreement is intended:

- to ensure that learners will have good access to devices and online content, be responsible users and stay safe while using digital technologies for educational, personal and recreational use
- to help learners understand good online behaviours that they can use in school, but also outside school
- to protect school devices and networks from accidental or deliberate misuse that could put the security of the systems and users at risk.

Acceptable Use Agreement

When I use devices I must behave responsibly to help keep me and other users safe online and to look after the devices.

For my own personal safety:

- I understand that what I do online will be supervised and monitored and that I may not be allowed to use devices in school unless I follow these rules and use them responsibly
- I will only visit internet sites that adults have told me are safe to visit
- I will keep my username and password safe and secure and not share it with anyone else
- I will be aware of “stranger danger” when I am online
- I will not share personal information about myself or others when online
- If I arrange to meet people off-line that I have communicated with online, I will do so in a public place and take a trusted adult with me
- I will immediately tell an adult if I see anything that makes me feel uncomfortable when I see it online.

I will look after the devices I use, so that the school and everyone there can be safe:

- I will handle all the devices carefully and only use them if I have permission.
- I will not try to alter the settings on any devices or try to install any software or programmes.
- I will tell an adult if a device is damaged or if anything else goes wrong.
- I will only use the devices to do things that I am allowed to do as instructed by an adult.

I will think about how my behaviour online might affect other people:

- When online, I will act as I expect others to act toward me.
- 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 know that there are other rules that I need to follow:

- I will not use my own personal devices (mobile phones/USB devices etc.) in the school.
- I will not use any social media sites using school devices in school.
- 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 is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- I should have permission if I use the original work of others in my own work.

I understand that I am responsible for my actions, both in and out of school:

- 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, there will be consequences for my misbehaviour which may include loss of access to the school network and devices, parents/carers contacted, loss of privileges and removal from break/lunch times. In the event of illegal activities, the police will be involved.

By completing learning about online safety in computing, PSHE lessons and other lessons/events, I understand my responsibility to keep myself safe online.

I understand and agree to the rules shared at CSPA and will follow them at all times.



At Chalfont St Peter C of E Academy, we keep ourselves safe online by following these rules:

When I use devices I must look after them and behave responsibly to help keep me and other users safe online.

For my own personal safety:

- I will only visit internet sites that adults have told me are safe to visit
- I will keep my username and password safe and secure and not share it with anyone else
- I will be aware of “stranger danger” when I am online
- I will not share personal information about myself or others when online
- If I arrange to meet people off-line that I have communicated with online, I will do so in a public place and take a trusted adult with me
- 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.
- I will immediately tell an adult if I see anything that makes me feel uncomfortable when I see it online.

I will look after the devices I use, so that the school and everyone there can be safe:

- I will handle all the devices carefully and only use them if I have permission.
- I will not try to alter the settings on any devices or try to install any software or programmes.
- I will tell an adult if a device is damaged or if anything else goes wrong.
- I will only use the devices to do things that I am allowed to do as instructed by an adult.

I will think about how my behaviour online might affect other people:

- When online, I will act as I expect others to act toward me.
- 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 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, there will be consequences for my misbehaviour which may include loss of access to the school network and devices, parents/carers contacted, loss of privileges and removal from break/lunch times. In the event of illegal activities, the police will be involved.

S

Stay Safe

Don't give out your personal information to people / places you don't know.



M

Don't Meet Up

Meeting someone you have only been in touch with online can be dangerous. Always check with an adult you trust.



A

Accepting Files

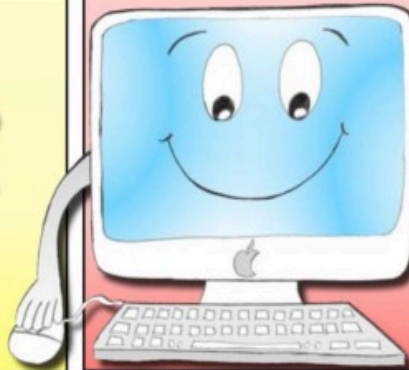
Accepting emails, files, pictures or texts from people you don't know can cause problems.



R

Reliable?

Check information before you believe it. Is the person or website telling the truth?



T

Tell Someone

Tell an adult if someone or something makes you feel worried or uncomfortable.

**Follow
these SMART
tips to keep
yourself safe
online!**