# Darran Park Primary School

# Acceptable Use Agreement

### Introduction

Digital technologies have become very important to the lives of children and young people, both within and outside schools. These technologies are powerful tools, which open up a variety of new opportunities for everyone including enhancing learning. Learners should have the right to safe access to these digital technologies.

### This acceptable use agreement is intended:

* to ensure that learners will have good access to devices and the internet, be responsible users and stay safe while using digital technologies for educational, personal and during free time (for example wet play)
* to help learners understand good online behaviours that they can use in school, but also outside school
* to protect school devices and networks from any 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 would like to arrange to meet people off-line that I have communicated with at home online, I will do so in a public place and take a trusted adult with me
* I will only use apps and websites in school that my teacher had approved with the digital leaders
* I will immediately tell an adult if I see anything that makes me feel uncomfortable when I see it online. In school, I will close the laptop/lock the ipad and bring it straight to my teacher or a trusted adult

### 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. For example, only carry one laptop at a time, use both hands and walk sensibly.
* I will try not to alter the settings on any devices or try to install any software or programmes unless a teacher has asked me to.
* 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 (please see list of agreed apps and websites)

**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 am not allowed to use my own personal devices (mobile phones/USB devices etc.) in school or on the yards. If I do bring my phone to school by accident, I still have to follow all the other school rules and not use them in school- I understand that it is my responsibility and the school takes no responsibility if it is lost or stolen.
* I will not use social media sites 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 like seeing the head teacher, your parents being called in or being banned from using some devices or technologies in school.