

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS, INTERNET & OTHER TECHNOLOGY: PUPIL AGREEMENT

Using Technology Safely at School

At our school, computers, tablets, the internet and other digital technology help us to learn. We want everyone to use technology safely, responsibly and respectfully.

I agree that I will:

- ✓ use school computers, tablets, the internet and other technology to help me learn.
- ✓ only use school devices, apps, websites and online services when a member of staff has given permission.
- ✓ look after any school device I use and tell an adult straight away if it is damaged or not working properly.
- ✓ keep my username and passwords private and never use anyone else's login details.
- ✓ keep personal information safe. I will not share my full name, home address, phone number, passwords or other personal information about myself, or anyone else, unless a trusted adult says it is safe to do so.
- ✓ be kind, respectful and responsible whenever I communicate online, just as I am expected to be in school.
- ✓ tell a trusted adult immediately if I see, receive or am asked to do anything online that makes me feel worried, upset, uncomfortable or unsafe.
- ✓ tell a member of staff if someone online asks me to keep secrets, share personal information, send images, move to another app or website, or meet them in person.
- ✓ only take photographs, videos or audio recordings in school when a member of staff has given permission.
- ✓ respect other people's work and ask permission before using or sharing it.
- ✓ log out of my accounts and shut down or lock the device when I have finished using it.

I agree that I will not:

- ✗ bring a mobile phone or other personal smart device into school unless I have been given permission by the headteacher. If I am given permission, I understand that I must follow and sign the school's Mobile Phone Agreement and use my phone in line with those rules.
- ✗ use technology to bully, threaten, upset or exclude anyone.
- ✗ access websites, apps or online content that are not appropriate for school unless a member of staff has given permission for learning.
- ✗ try to bypass the school's internet filtering, monitoring or security systems.
- ✗ create, search for, view, copy, upload, download or share anything that is illegal, harmful, violent, hateful, discriminatory, sexually explicit or otherwise inappropriate.
- ✗ create or share fake images, videos or audio (including AI-generated content or deepfakes) that could upset, embarrass or harm someone.
- ✗ use another person's username, password or account, or allow someone else to use mine.
- ✗ download or install software, apps or games unless a member of staff has given permission.
- ✗ connect my own device to the school's network unless I have been given permission.

I know that my use of any school devices can be checked and that my parent/carer contacted if a member of the school staff is concerned about my safety.

I understand that if there is a concern about internet misuse I will speak to my teacher or the headteacher.

Parents/Carers: I/We give permission for our child to use school devices, the internet and online services to support their learning at Banstead Community Junior School. We have read and discussed this agreement with our child and will support them to use technology safely, responsibly and respectfully.

Pupil's full name

Parent / Carer's full name

Pupil's signature

Parent/Carer signature

Date

Date