




# Year 3 and Year 4 Pupils School Acceptable Use Policy

 <p>My Learning</p>	<ul style="list-style-type: none"> <li>• I will use school devices (PCs, laptops, tablets/ iPads) for my learning.</li> <li>• I will ask a teacher before using a device and ask for help if I can't work the device.</li> <li>• I will only use activities that a teacher has told or allowed me to use.</li> <li>• I will ask a teacher if I am not sure what to do or I think I have done something wrong.</li> <li>• I will look after the school's computing equipment and tell a teacher if something is broken or not working properly.</li> <li>• When logging on using my own username and password, I will keep it safe and secret.</li> <li>• I will save only school work on the school computer and will check with my teacher before printing.</li> <li>• I will log off or shut down a computer when I have finished using it.</li> </ul>
 <p>Using the Internet @school</p>	<ul style="list-style-type: none"> <li>• I will only visit sites that are appropriate to my learning at the time</li> </ul> <p><b>My School Accounts</b></p> <ul style="list-style-type: none"> <li>• I will keep my username and password safe and secure - I will not share it.</li> <li>• I will not try to use any other person's username and password.</li> <li>• I understand that I should not write down or store a password where it is possible that someone may use it.</li> </ul> <p><b>My role as a Digital Citizen.</b></p> <ul style="list-style-type: none"> <li>• I will report any inappropriate material or messages or anything that makes me feel uncomfortable when I see it online to a trusted adult.</li> <li>• I will respect other people's work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.</li> </ul>
 <p>Using the Internet @home</p>	<ul style="list-style-type: none"> <li>• I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, school details)</li> <li>• I will immediately report any inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line, to a trusted adult or online agencies eg: CEOP, Childnet, Childline, Barnardos</li> </ul> <p><b>My Communications</b></p> <ul style="list-style-type: none"> <li>• I will be aware of the "SMART" rules, when I am communicating online.</li> <li>• I will be polite and responsible when I communicate with others.</li> <li>• I will not use inappropriate language and I understand that others may have different opinions.</li> </ul> <p><b>My use of Social Media and Gaming</b></p> <ul style="list-style-type: none"> <li>• I understand that certain sites and games have age restrictions to keep me safe.</li> <li>• I understand that by accessing such sites and games, I maybe putting myself at risk of accessing inappropriate content and cyberbullying.</li> </ul>

I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

I understand that these rules, help me to stay safe and I agree to follow them.

I also understand that if I break the rules I might not be allowed to use school computing equipment.

My parents/carers understand that keeping me safe on the internet at home is their responsibility.

---

**Child's Signature**

**Parents / Carers:**

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

**I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.**

---

**Parent/Carer's Signature**

---

**Date**