



# Skippers Hill Manor Preparatory School

## Acceptable Use Agreement for Pupils

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone.

These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning.

Young people should have an entitlement to safe internet access at all times.

### **This Acceptable Use Agreement is intended to ensure:**

- that you should be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that you and the school systems are protected from accidental or deliberate misuse

### **For your own personal safety:**

- You understand that the school will monitor your use of the systems, devices and digital communications. You should not use any systems which are intended to prevent this.
- You should keep your username and password safe and secure – you should not share it, nor try to use any other person's username and password. You understand that you should not write down or store a password where it is possible that someone may steal it.
- You should be aware of "stranger danger", when you are communicating online.
- You should not disclose or share personal information about yourself or others when online (this could include names, addresses, email addresses, phone numbers, age, gender, educational details, etc.)
- You should never arrange to meet people that you have communicated with on-line
- You should immediately report to an adult any unpleasant or inappropriate material or messages or anything that makes you feel uncomfortable when I see it online.
- You should not use the school systems or devices for online gaming, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless you have permission from a member of staff to do so.
- You should not install, or access via a website, any social media applications (including, but not limited to, WhatsApp, Facebook, Snapchat, Instagram, etc.)

**You should act as you expect others to act toward you:**

- You should respect others' work and property and should not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- You should be polite and responsible when you communicate with others. You should not use strong, aggressive or inappropriate language and should appreciate that others may have different opinions.
- You should not take or distribute images of anyone without their permission.
- You understand that you are responsible for your online actions, both in and out of school.

**You recognise that the school has a responsibility to maintain the security and integrity of the technology it offers you, and to ensure the smooth running of the school:**

- You should immediately report any damage or faults involving equipment or software, however this may have happened.
- You should not open any hyperlinks in emails or any attachments to emails, unless you know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- You should not install or attempt to install or store programmes of any type on any school device, nor try to alter computer settings. Any programs that you need will be "pushed out" to your device automatically.

**When using the internet for research or recreation, you recognise that:**

- You should ensure that you have permission to use the original work of others in my own work
- Where work is protected by copyright, you should not try to download copies (including music and videos)
- When you are using the internet to find information, you should take care to check that the information that you access is accurate. You appreciate that the work of others may not be truthful: and may even be a deliberate attempt to mislead.

**Teachers will help you by:**

- Supervising your use of the internet, and will guide you to pre-selected sites suitable for your age and maturity
- Teaching you how to stay safe online, and how to reduce risk to yourself and others
- Monitor the use of the internet and make sure that proper filters and systems are in place to keep you safe

**Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.**

**Pupil Acceptable Use Agreement Form**

This form relates to the Pupil Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.

On (this date)....., I went through this agreement with  
.....

I understand the above agreement and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices (e.g. Chromebooks) when allowed in the school
- I use my own equipment out of the school in a way that identifies me as being a member of this school (e.g. communicating with other members of the school, using school email, etc.)

Full Name of Pupil:

.....

Class:

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Signed:

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Date:

.....

Parent / Carer Countersignature:

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Date

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