Coley Primary School

Device and Technology Acceptable Use Agreement for Pupils

At Coley Primary School, we know that using technology is an important part of your learning experience. We want everyone to be able to use technology, like the internet and laptops, but it is important that you are safe when you are using technology.

This agreement will set out the rules around using technology and devices, such as laptops and phones, when you are at school. Please read this document carefully and go through it with your parent. Once you are sure that you understand the rules set out in the agreement, please sign your name, or get your parent to sign their name, at the bottom.

If you have any questions about anything in this agreement, speak to Mrs Pengelly or Mrs Budd.

Definitions

Before you read the agreement, here are some key terms you should understand:

- **Technology** – this includes any ICT systems at the school, including the internet.
- **School-owned devices** – any devices that are owned by the school that have been given to you to help with your school work, including laptops and tablets.
- **Personal devices** – any device that belongs to you that you bring into school, including mobile phones and smart devices.

1. Security and protecting information

I will:

- Make sure I understand what I can do to keep my information safe when using technology and devices – I will speak to my teacher if I have any questions.

I will not:

- Try to get around any security measures the school has put in place on the internet or school-owned devices.
- Share any of my passwords with other people. eg: for Accelerated Reader

2. Using technology in school

I will:

- Only use technology and devices that I have been given permission to use.
- Only access websites, apps and other online platforms that I have been given permission to use.
- Only use the school's ICT facilities, technology and devices to complete schoolwork.
- Only go on the internet for something other than schoolwork during break and lunch times if I have permission and are supervised.

I will not:

- Install any software onto school ICT systems unless I have been told to do so by a member of school staff.
- Search for, view, download, upload or send anything inappropriate when using the internet.

3. School-owned devices

I will:

- Only use school-owned devices to carry out my schoolwork.
- Only use websites and apps that a member of staff has said I can use.
- Understand that the school will monitor how I use school-owned devices.

- Take care of school-owned devices when I am using them.
- Tell a member of staff if a school-owned device is damaged or lost when I am using it.
- Tell a member of staff if I think something has happened in relation to the security of the device, e.g. if I download an attachment from an email from someone I do not know.

I will not:

- Use school-owned devices to send inappropriate messages, images, videos or other content.
- Use school-owned devices to view, store, download or share any inappropriate, harmful or illegal content.
- Use school-owned devices to go on personal social media accounts.

4. Personal devices

I will:

- Ensure my personal devices are switched off or on silent mode and given in to the office at the start of the school day and collected from the office when I go home.
- Understand that if my personal devices are lost, damaged or stolen, it is not up to the school to pay for any costs.

I will not:

- Use my personal devices to send inappropriate messages, images, videos or other content.
- Use my personal devices to view, store, download or share any inappropriate, harmful or illegal content.

5. Social media

I will:

- Think about what I post about the school on social media and make sure I do not post anything that could be harmful to any member of the school community.

I will not:

- Try to speak to any member of staff on social media.
- Accept or send 'friend' or 'follow' requests from members of staff on social media.
- Send any abusive, threatening or otherwise inappropriate messages on social media.
- Bully anyone through social media.

6. Reporting misuse

I will:

- Understand that my use of the internet will be monitored by the ICT technician and recognise the consequences if I do not follow this agreement.
- Understand that the headteacher may decide to take disciplinary action against me, in accordance with the Behaviour Policy, if I do not follow this agreement.

I agree that I have read and understood this agreement, and ensure that I will abide by each principle.	
Name of Pupil:	Date:
Signed:	