

# Comberton Primary School

## Key Stage 2 User Agreement



I understand that while I am a member of Comberton Primary School that I must use technology in a responsible way to ensure my own and other's safety and the safety of the school.

### For my own personal safety:

- I understand that my use of technology (especially when using the internet) will be supervised and monitored
- I understand that the school uses filtering and monitoring systems to keep us safe.
- I will keep my username and password safe and will not use anyone else's (even with their permission).
- I will be aware of 'stranger danger' when communicating online and will keep my own personal information safe, as well as that of others.
- I will tell a trusted adult or Digital Leader if anything makes me feel uncomfortable or upset when I see it online and will immediately lock the iPad and take it to an adult or close the computer screen/shut the laptop lid.
- I will only be friends with people online who are appropriate. This means I must know and trust them in real life and they should be a family member or peer – I will not contact or try to 'follow' school staff online
- I will take advice from a trusted adult if I am uncomfortable or unsure in any situation.
- I will ask an adult or Digital Leader if I have any questions about how to keep safe online.
- I will not try to access anything which I know is inappropriate online.
- I understand that information I find on the internet may not be true and may be there to mislead me.

### For the safety of others:

- I will not use school iPads or computers for personal use (social media) and understand that these devices are here for work.
- I will not interfere with the way that others use their technology or access other user's files without permission.
- I will be polite, respectful and responsible when I communicate with others, both in and out of school.
- I will not take or share images of anyone without their permission, in and out of school.

### For the safety of the school:

- I will not try to access anything illegal or inappropriate.
- I will not try to download anything that I do not have the right to use and I will think about copyright in my work
- I will leave my personal devices at home (e.g. mobile phones, tablets, smart watches) and will only use my device if I have the permission of the Headteacher and use it within the agreed rules. I will not take or share images in school and of school pupils and staff.
- I will not deliberately bypass any systems designed to keep the school safe.
- I will tell a responsible adult or Digital Leader if I find any damage or faults with technology; however this may have happened.
- I will not attempt to install programmes of any type on the devices belonging to the school.
- I will only use social networking, gaming and chat through the sites the school allows and with an adult's permission.
- I will not open any hyperlinks in emails or any attachments to emails unless I have permission and know and trust the sender

I understand that I am responsible for my actions and the consequences. I have read and understand the above and agree to keep everyone safe by following these guidelines. I know that if I break the rules, I might not be able to use the iPads/computers.

Pupil name : \_\_\_\_\_

Pupil signature : \_\_\_\_\_

Date: \_\_\_\_\_