



## Cadoxton Primary School

### New pupils joining KS2

#### Pupil Acceptable Use Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

#### For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not give out or share personal information about myself or others when on-line
- I will immediately report any unpleasant or inappropriate material or messages.

#### I understand that everyone has equal rights to use technology as a resource and I will act responsibly because :

- I understand that IT devices in school are for educational use.
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping or video broadcasting (eg YouTube).
- I will not share files with other people unless I have permission of a member of staff to do so and I am using school sharing software for example the learning platform HWB or school e-mail account.

#### I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

Name of Pupil: \_\_\_\_\_

Signed: \_\_\_\_\_

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

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