ICT Acceptable Use Agreement

This is how we stay safe when we use computers & iPads for learning:

- I will only use apps / websites that an adult has allowed me to use.
- I will not use a search engine without asking permission each time. Eg. To find a picture for my work.
- I will take care of the equipment. Eg. I will not have my water bottle at the table when using the devices.
- I will ask for help from an adult if I think I have done something wrong.
- I will tell an adult if I see something that upsets me or is inappropriate on the screen.
- I understand that if I break the rules I might not be able to use the ICT equipment and my parents may be contacted.
- I understand that as a member of Sketty Primary school, I must use technology in a responsible way. Any emails I send show that I am a responsible pupil of Sketty Primary School.

For my own personal safety:

- I understand that my use of technology will be supervised and monitored.
- I will keep my passwords safe and will not use passwords belonging to anyone else.
- I will keep my own personal information safe as well as that of others. Eg. Name, age, address, school.
- I will tell a trusted adult if anything makes me feel uncomfortable or upset when I see it online.
- I will never agree to get together with anyone I 'meet' online.
- I will tell my teacher about any emails / messages that concern or worry me.
- I will not upload any photos of myself in school uniform online.

For the safety of others:

- I will not interfere with the way others use their technology.
- I will be polite and responsible when I communicate with others.
- I will not take or share images of anyone without their permission
- I will not deliberately open, alter, move or delete a file belonging to another person without their permission.

For the safety of the school:

- I will not try to access anything illegal.
- I will not download anything that I do not have the right to use.
- I will not deliberately bypass any systems designed to keep the school a safer place.
- I will not attempt to install programmes / apps of any type on the school devices.
- I will report any faults / damage to the devices.

I understand that I am responsible for my actions and the consequences. I have read, understood and agree to follow these guidelines.

Signed:

Date:

Article 36: You have the right to be protected from doing things that could harm you.

