



ICT SMART USER AGREEMENT (KS2)

We have a range of computers and mobile devices at school to help you to learn. It is very important to follow these rules to keep everyone safe and to be fair to others. If there is anything you don't understand, please ask.

I agree that:

Respecting Privacy

- **I will not tell anyone my password or logon as someone else. If I find out someone else's password, I will tell that person and a member of school staff so they can change it.**
- **My password will contain some small and some capital letters plus a number or a symbol and will change it when I am told.**
- **I will not share personal information about other people or pictures of them without asking them first.**
- **I will not take or distribute images of anyone without their permission.**

Looking after Equipment

- **I will use the technology at school for learning. I will use the equipment properly and respect other people's work.**
- **I will immediately report any damage or faulty equipment to my teacher.**
- **Flash drives or other storage devices will not be used in school without the teacher's permission.**
- **I will not download information without my teacher's permission.**

Keeping Safe Online – being 'SMART'

Using Websites

- **I will not try to access inappropriate websites including chatrooms and social networking sites.**
- **I understand that not all information on the internet is accurate or correct.**

- I will tell the teacher if I find anything that is unpleasant or upsets me.
- I will not post any inappropriate material on any website.
- I will not use the school systems for online gaming, personal file sharing or video broadcasting (You Tube), unless I have permission.

Using Email

- I will only open emails or attachments from people I know.
- I will always be respectful when using emails.
- I will never send or encourage others to send rude or abusive messages.
- If I receive an email or any attachments which upset me, I will show it to my teacher.

Mobile Phones and Electronic Games

- You are not allowed to bring a mobile phone to school unless you have permission and have completed the school agreement.
- If you bring a mobile phone into school without permission, it will be kept in the school office until your parent/carer collects it.
- Electronic Games are not allowed in school.

Observing Copyright

- The content on the web is someone's property. I will check with my teacher before I email, publish or print material.

I understand

- That if I don't follow these rules, I may go into the 'No fly Zone' (not allowed to use the internet for a time) and there may be further consequences for choosing irresponsible, unsafe or unkind behaviour.

Y3 Signed (Pupil) Dated

Y4 Signed (Pupil)..... Dated

Y5 Signed (Pupil)..... Dated

Y6 Signed (Pupil)..... Dated