

Technology Acceptable Use Agreement for Pupils

At West Felton CofE Primary School, we understand that technology is a fundamental element of the learning experience. We want our children to be able to operate technology in a sensible and safe manner.

We have created this agreement to help you understand how you can be safe when online. Please read this carefully and then sign below in order to show that you have understood your responsibilities whilst using technology. Ask your class teacher if there is something you do not understand.

I will:

- ✓ Only use technology, such as a computer or tablet, when a teacher has given me permission.
- ✓ Only use technology for the reason I have been asked to use it.
- ✓ Only use the internet when a member of staff has given me permission.
- ✓ Ask for help when I have a problem using the technology.
- ✓ Look after the device and try not to damage it.
- ✓ Tell the teacher if my device is not working or damaged.
- ✓ Tell the teacher if I think someone else is not using technology safely or correctly.
- ✓ Tell the teacher if I see something online that I think is inappropriate or that makes me upset.

I will not:

- Tell another pupil my username and password.
- Share personal information, such as my age and where I live, about myself or my friends online.
- Access social media, such as Facebook and WhatsApp.
- Speak to strangers on the internet.
- Take photos of myself or my friends using a school device, unless permitted by my class teacher.

Our own devices:

I understand that there are two instances in which I can bring in my own device.

1. If I need my device after school – I will hand it into my teacher at registration where it will be kept in the office until I collect it at 3:15pm.
2. As a Year 6 during Golden Time – I will hand it into my teacher at registration where it will be kept in the office until I collect it at 2:15pm. I know that I am not to connect to the school WIFI, I am not to make recordings of any kind and I am not permitted to send messages of any sort.

Please read each statement and provide a tick that you agree and then write your name below.

- ☐ I understand why it is important to use technology safely and correctly.
- ☐ I understand my responsibilities when using technology.
- ☐ I understand that I may not be allowed to use technology if I do not use it safely and correctly.
- ☐ I will follow these rules at all times.

Pupil name (please print):

Date:

Parent name (please print):

Parent signature:

Date:
