

WESTERN ROAD COMMUNITY PRIMARY SCHOOL
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Key Stage 2 - Acceptable Use Agreement

This Acceptable Use Policy Agreement is intended to ensure:

- that pupils at Western Road Community Primary School will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- I understand that the Western Road Community Primary School Acceptable Use Policy will help keep me safe and happy online at home and at school.

I understand that I must use school devices and systems in a responsible way and that this agreement will keep me safe when I am online at home and at school.

For my own personal safety:

- I know that I will be able to use the internet in Western Road Community Primary School for many different activities and to keep myself and others safe I must use it responsibly.
- I will not share my password with anyone, and I will log off when I have finished using the computer or device.
- I will protect myself by not telling anyone I meet online any of my personal information. This includes my address, my telephone number and my school.
- I will not send a picture of myself without permission from a teacher or other adult.
- I will not arrange to meet anyone I have met online alone in person without talking to a trusted adult.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

I understand that everyone has equal rights to use technology as a resource and:

- I know that posting anonymous messages or pretending to be someone else is not allowed.
- I know that information on the internet may not be reliable and it sometimes needs checking so I will not download any material from the internet unless I have permission.
- I know that memory sticks/CDs from outside of the school may carry viruses so I will always give them to my teacher so they can be checked before opening them.
- I know that I am not allowed on personal email, social networking sites or instant messaging in Western Road Community Primary School.
- I know that all Western Road Community Primary School devices/computers and systems are filtered and monitored.



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

- I will be polite and sensible when I message people online.
- I will not be rude or hurt someone's feelings online.
- I will not purposely exclude others from online activities.
- I will not look for bad language, inappropriate images or violent or unsuitable games or content, and if I accidentally come across any of these, I will report it to a teacher or adult in Western Road Community Primary School or a parent/carer at home.
- If I get unkind, rude, or bullying emails or messages, I will report them to a teacher/adult. I will not delete them; I will show them to the adult so that they can help me.

When working from home (remote learning):

These expectations are in place to help keep me safe when I am learning at home using system name e.g., Microsoft Teams, Google Meet etc.

- When taking part in a live lesson I understand that I must take part from somewhere appropriate at home (not in my bedroom) with limited distractions and I must wear appropriate clothing.
- I understand that my teachers may mute my microphone and I should wait for them to unmute it rather than unmuting it myself.
- I understand that I should only communicate with my teacher through pre-arranged live lessons or using school email.
- I will not record teacher audio or video presentations, nor will I take screenshots or photos of teachers or other pupils or anyone else involved in a live lesson.
- I will not share or distribute any of the teacher presentations and online teaching resources.
- I will not change or edit of any of the teaching resources made available except for my own personal use.
- I will not take, use, share, publish or distribute images of others without their permission.
- I will not share any access links to these remote learning sessions with others.
- I understand that I must behave online as I would in a classroom.
- I will only use the chat feature for work related discussions.
- I have read and talked about these rules with my parents/carers.
- I understand that if I do not follow this agreement, I may not be allowed to use the internet at Western Road Community Primary School.