

Pupil Acceptable Use Agreement

Key Stage 2 (Years 3-6)



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

For my own personal safety:

- I understand that Sherwood 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 disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

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

- I understand that Sherwood School devices are for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try to download or upload anything from the internet.
- I will not use Sherwood School systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube).

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.

I recognise that the school has a responsibility to maintain the security of the technology it offers me and to ensure the smooth running of the school:

- I will not bring my own personal devices (mobile phones / USB devices etc) into school.
- I will immediately report any damage or faults involving equipment or software, however this may have happened
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings
- I will not use social media sites in school

When using the internet for research, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

When learning remotely and using Office 365:

- I understand that Office365 applications are for educational use and that I will not use them for personal or recreational use.

When taking part in online tutorial sessions from home:

- I will only log into Office 365 using my own username and password and never share my personal information with other people.
- I will dress appropriately for online group tutorials (smart/casual clothing/no pyjamas).
- I will access Teams Tutorials in a quiet, shared space (not my bedroom) where a responsible adult is present to help me if I need it.
- I will keep my camera on at all times and use the mute facility when requested by my teacher.
- I will remember that all my communications using my school account are monitored, this includes email facilities.
- I will remember our online safety rules when I am learning online and always tell a grown up if I see or hear anything that worries me.
- I will not record any part of an online tutorial, take screen shots or voice recordings of my teacher and other pupils for any reason.
- I will only use the chat facility if directed to do so by my class teacher.
- I will behave online like I do in the classroom and remember our School rules and values are at the heart of all our work together.

I understand that I am responsible for my actions, both in and out of school:

- I understand that Sherwood School also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I may no longer be allowed to access the school network and internet.
- I understand that Sherwood School will contact my parents if I fail to comply with this Acceptable Use Agreement.

Name of Pupil:

Class:

Signed:

Date:

Parent/Carer Remote Learning Agreement

- I give permission for my son/daughter to be provided with a school managed Office 365 account to support them in their education both in and out of school.
- I have read the pupil acceptable use agreement and will support the school in ensuring that the expectations for pupils outlined in this document are upheld when pupils are learning at home and in school.
- I understand that Sherwood Primary School will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet but cannot guarantee the online safety of learners whilst they are at home.
- I understand that my child's activity across all Office 365 applications will be monitored and that the school will contact me if they have concerns in line with our Policies in our Safeguarding Portfolio and Pupil Acceptable Use Policy.
- I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.
- A responsible adult will be present when my child is participating in online tutorial sessions at home.

Name of Parent:

Signed:

Date:

