

# **Acceptable Use Agreement: Key Stage 2**



**Lowercroft  
Primary School**

Policy first approved by Governors:  
Review date:

- I will only access computing equipment when a trusted adult has given me permission and is present.
- I will not deliberately look for, save or send anything that could make others upset.
- I will immediately inform an adult if I see something that worries me, or I know is inappropriate.
- I will keep my username and password secure; this includes not sharing it with others.
- I understand what personal information is and will never share my own or others' personal information such as phone numbers, home addresses and names.
- I will always use my own username and password to access the school network and subscription services such as Purple Mash.
- In order to help keep me and others safe, I know that the school checks my files and the online sites I visit. They will contact my parents/carers if an adult at school is concerned about me.
- I will respect computing equipment and will immediately notify an adult if I notice something isn't working correctly or is damaged.
- I will use all communication tools such as email and blogs carefully. I will notify an adult immediately if I notice that someone who isn't approved by the teacher is messaging.
- Before I share, post or reply to anything online, I will **THINK**

**T** is it true?  
**H** is it helpful?  
**I** is it inspiring?  
**N** is it necessary?  
**K** is it kind?

- I understand that if I behave negatively whilst using technology towards other members of the school, my parents/carers will be informed and appropriate actions taken.

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By signing below, you are committing to follow the Acceptable Use Agreement.

The school aims to comply with GDPR regulations at all times and as such follows strict protocol about how we use personal data and keep it safe, including the information on this form. It is important that you refer to the school's data protection policy or contact the school if you have any questions about data.

*Please complete and return to school*

**Name:**

**Parent/Carer Signature:**

**Class**