

Ascend Learning Trust

Technology Acceptable Use Agreement

This agreement applies to all primary school pupils and their parents.

Written by: A collaboration of members from the Safeguarding Leads, IT Leads, Executive Team and DPO

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Primary School Pupils - Technology Acceptable Use Agreement

At Noremarsh, we know that it can be fun to use technology as part of your learning experience. We want everyone to be able to use technology, like computers and tablets, but it is important that you are safe when you are using them.

We have created this agreement to help you understand how to be safe when you are using technology. Please read this carefully and sign your name to show that you understand your responsibilities when using technology. Ask your teacher or if there is something that you do not understand.



I will:

- ✓ Only use technology, such as a computer, 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 teacher 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.
- ✓ Log off or shut down a computer when I have finished using it.
- ✓ 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 uncomfortable.
- ✓ Tell the teacher immediately if:
 - I click on a website by mistake
 - I receive messages from people I don't know
 - I find anything that may upset or harm me or my friends



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, my friends or my teacher using a school device.

- ✗ Use technology to send messages or content that might upset or make fun of anyone at school or outside of school.
- ✗ Click on any files or attachments without checking with the teacher first.

Please read each statement and provide a tick to show 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 the school can monitor my use of 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):

Pupil signature:

Pupil class name:

Date:

Parent/Carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet and will make sure my child understands these.

Parent/Carer name (please print):

Parent/Carer signature:

Date:

***Parents/Carers please note that children within our school, who are under the age of 13 require parental consent to agree to this acceptable use agreement, so please ensure that you explain each section of this agreement with them before you both sign it and return it to the school.**