

# Heath Hayes Academy



## Technology - Acceptable Use Agreement – Pupils- Key Stage 2

May 2023

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|--|-------------|
| Audience: All children in Year 3, 4, 5 and 6 |             |
| Policy reviewed and updated:                 | May 2023    |
| Next review date:                            | May 2024    |
| Person responsible:                          | Headteacher |
| Approved by:                                 | Governors   |
| Version number:                              | 2           |

At Heath Hayes Academy, 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 in your school diary to show that you understand your responsibilities when using technology. Ask your teacher if there is something that you do not understand.

- **I am an online digital learner** – I use the school’s internet and devices for schoolwork, homework and other activities to learn and have fun. I only use sites, games and apps that my trusted adults say I can.
- **I am a secure online learner** – I keep my passwords to myself and reset them if anyone finds them out.
- **I am careful online** – I think before I click on links and only download when I know it is safe or has been agreed by trusted adults. I understand that some people might not be who they say they are, so I should be very careful when someone wants to be my friend.
- **I am private online** – I only give out private information if a trusted adult says it’s okay. This might be my home address, phone number or other personal information that could be used to identify me or my family and friends.
- **I keep my body to myself online** – I never change what I wear in front of a camera and remember that my body is mine and mine only, and I don’t send any photos without checking with a trusted adult.
- **I say no online if I need to** – if I get asked something that makes me worried or upset or just confused, I say no, stop chatting and tell a trusted adult.
- **I am a rule-follower online** – I know that some websites and social networks have age restrictions and I respect this; I only visit sites, games and apps that my trusted adults have agreed to.
- **I am considerate online** – I do not join in with bullying or sharing inappropriate material.
- **I am respectful online** – I do not post, make or share unkind, hurtful or rude messages/comments and tell my trusted adults if I see these.
- **I am part of a community** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult.
- **I am responsible online** – I keep others safe by talking to my trusted adults if a friend or person I know is being bullied or harassed or is worried or upset by things they read, watch or hear.
- **I don’t do public live streams on my own** – and only go on a video chat if my trusted adult knows I am doing it and who with.
- **I communicate and collaborate online** – with people I know and have met in real life or that a trusted adult knows about.
- **I am SMART online** – I understand that unless I have met people in real life, I can’t be sure who someone is online, so if I want to meet someone for the first time, I must always ask a trusted adult for advice.
- **I am a creative digital learner online** – I don’t just spend time online to look at things from other people; I get creative to learn and make things! I only edit or delete my own digital work and only use other people’s with their permission or where it is copyright free or has a Creative Commons licence.
- **I am a researcher online** – I use safer search tools approved by my trusted adults. I understand that not everything online can be believed, but I know how to check things and know to ‘double check’ information I find online.

I have read and understood this agreement. I know who my trusted adults are and agree to the above.

Pupil name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

Parent name (please print): \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_