Ormiston Academies Trust

Edward Worlledge Ormiston Academy Technology acceptable use agreement – KS2 Pupil

Policy version control

Policy type	Statutory
Author In consultation with	Les Leese James Miller
Approved by	James Miller, August 2021
Release date	August 2021
Next release date	August 2022
Description of changes	▪ Version 3.2 ▪ Amended dates

Contents

Technology acceptable use agreement – KS2 Pupils

Name of academy: Edward Worlledge Ormiston Academy   Date: Sep 21 – Aug 22

Please read this document carefully and sign below to show you agree to the terms outlined.

Introduction

Whilst our academy promotes the use of technology and understands the positive effects it can have on enhancing pupils' learning and community engagement, we must also ensure that pupils use technology appropriately. Any misuse of technology will not be taken lightly and will be reported to the principal in order for any necessary further action to be taken.

This acceptable use agreement is designed to outline pupil responsibilities when using technology, whether this is via personal devices or academy devices.

This policy will be updated as necessary to reflect best practice, or amendments made to data protection legislation, and shall be reviewed every 6 months from May 2018. From May 2019 this policy will be reviewed and updated as necessary or every twelve months.

Using technology at the academy

- I will use the internet, e-mail, videos, mobile devices etc. only for academy purposes.
- I will only use my academy e-mail address.
- I will not download software to academy systems.
- I will not share my passwords and will change them regularly.
- I will comply with the academy's ICT security system.
- I will be responsible and sensible about ICT communications with pupils, teachers and other staff.
- I will be responsible for my online behaviour, including the use of resources and language used.
- I will not download, browse, upload or forward illegal or offensive material. If I come across this material, I will report it to my teacher immediately.
- I will not share my own or other people's personal information such as name, phone or address details, or arrange to meet somebody unless it is part of an academy project approved by a teacher.
- Images of pupils and staff taken, stored and used in line with academy policy, should not be distributed outside the academy without the permission of the Principal and the person involved.
- My online activity, both within and outside academy premises, will not cause distress to my academy, or to staff or pupils.
- I will not deliberately upload images, text, audio, video or any other content which may cause offense to members of the academy community.
- I will not attempt to infiltrate the academy's internet system.
- I will respect the privacy and ownership of other's work.
- If I see something online that makes me feel uncomfortable, I will inform my class teacher.
- I understand my internet use can be monitored and the information made available to my teachers.

- I understand these rules are designed to keep me safe and that, if violated, academy sanctions will be applied, and my parent/carer may be contacted.

The use of ICT including the internet, e-mail, mobile devices, social networks etc. has become a crucial part of learning at the academy and we want all pupils to be safe and responsible while using these valuable resources.

Pupils are expected to discuss this agreement with their parent / carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their class teacher or the academy e-safety coordinator.
Please return the bottom section of this form to the academy for filing.

Parent/carer signature

We have discussed the acceptable use agreement and…………………........(child's name) agrees to follow the e-safety rules and to support the safe use of ICT at Edward Worlledge Ormiston Academy.

Parent / carer's signature …….………………………………………………………………

Pupil's signature …….……………………………………………….................................

Pupil's class …………………………………   Date ………………………………