



Pupil Acceptable Use of Technology KS2

I agree to use the school's digital systems safely and responsibly to protect me, other learners and the school.

Keeping Safe Online

1. The school will check how I use devices and the internet to keep everyone safe.
2. I will keep my usernames and passwords private and tell a trusted adult if someone else knows them.
3. I will be careful when talking to people online and will only talk to people I know and trust in the real world.
4. I will only meet people I have spoken to online if a trusted adult is with me.
5. I will not share personal information like my name, address, or photos without asking a trusted adult.
6. I will only take or share images or videos of myself, or others, when fully dressed, if they are appropriate and if I have permission from the people in them/a trusted adult.
7. I will not post images or videos of myself in my school uniform because this is part of my private information.
8. If I see or hear something online that worries or upsets me, I will tell a trusted adult straight away.
9. I know I can report or block anything that makes me uncomfortable online and if I'm not sure how, I will ask a trusted adult for help.

Using Devices and the Internet Sensibly

10. I will only use devices, apps and sites that I am allowed to, and will check if I am unsure.
11. I only use school devices for school work unless I have permission from a member of staff.
12. I will always ask permission and check with a trusted adult before using someone else's work or pictures because I understand it is not mine.
13. I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.
14. I will make sure the information I find online is true by checking carefully.
15. I will only use apps or tools, like AI, that my teacher has said are OK, and I will ask for help if I'm unsure.
16. I will not copy or use music, videos, or games unless I have permission.
17. I will tell a trusted adult about any damage to devices or if anything else goes wrong.
18. I will check with trusted adults before clicking on any unexpected messages or links (even if these look as though they are from people that I already know).

Being Respectful and Responsible

19. I understand that wearing a device that allows me to contact others or take photos/videos is not part of our uniform or allowed to be used in school.
20. I will behave online the same way as I behave in the classroom.
21. I will treat others kindly online, just as I do in real life.
22. I will not use inappropriate language online.
23. I will not use AI to be disrespectful, irresponsible or to hurt or upset other people, even as a joke.
24. If I come across bad language or anything unsuitable or inappropriate, I know I should not pass them on or spread them. Instead I should report it to a trusted adult.

25. I know that I must treat school devices with respect and care, ensuring they are stored safely and correctly when not in use.
26. I am not allowed to use my own personal devices or mobile phone at school, except with permission in exceptional circumstances.
27. I will not attempt to use someone else's log in details or passwords for any website, game or platform.
28. I only send messages which are polite and friendly as I know that sending a message is just like having a conversation with someone.
29. I understand that memory sticks cannot be used in school.
30. I will make good choices about what I share online to protect myself and others.
31. I know that I mustn't try to contact or search for staff through social media or the internet.
32. I will spend a healthy amount of time using devices and make time for other activities too.
33. I will always think about how my behaviour online could affect me, my friends, and my school.
34. If I am in Year 5 or Year 6 and I walk to or from school on my own, I may need to bring a personal mobile phone to school with me. If so, I will turn my phone off when I arrive at school and place it in the phone tray for my class and collect it at the end of the day.

What Happens If I Break These Rules

35. If I don't follow these rules, my teacher may stop me from using computers or devices, speak to my parents, or take other actions to help me make better choices in the future.
36. By following these rules, I can enjoy using technology safely and responsibly.
37. I have read and understand the above and agree to follow these guidelines when:
 - I use the school systems and devices (both in and out of school)
 - I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices, cameras etc.
 - I am out of school and involved in any online behaviour that might affect the school or other members of the school.

Name of Learner:

Class:

Signed:

Date: