

# Cwmffrwdoer Primary School

## Pupil Acceptable Use Agreement (AUA) – for KS2

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

### For my own personal safety:

- I understand that the school will check my use of IT systems, devices and digital communications.
- I will keep my username and password safe and secure - I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details,etc)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
  
- I will respect others' work and will not access, copy, remove or change any other user's files, without them knowing and saying that I can.
- I will not take or distribute images of anyone without their permission.
  
- I will only use my own personal device(s) in school if I have permission
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not use social media sites in school.

### I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community

Name of Student / Pupil

Group / Class

Signed

Date