



# Willow Tree Academy



## Acceptable Usage Agreement - **KS2**

Willow Tree Academy understands the benefits technology can have on enhancing the curriculum and pupils' learning; however, we must ensure that pupils respect school property and use technology appropriately. To achieve this, we have created this acceptable use agreement which outlines our expectations of pupils when using technology, whether this is on personal or school devices and on or off the school premises.

We expect all pupils to adhere to the following.

### **1. Using technology in school**

- I will report any inappropriate use of technology, in school or out of school, to an adult in school.
- I will only use technology with permission from my class teacher
- I will ensure that I get permission from my class teacher before accessing learning materials online.
- I will not share my passwords with anyone.
- I will not use any USB devices on any school machine.
- I will adhere to the online safety guidelines I have been taught.
- I will not use any school or personal device to access, download, upload, send, receive, view or display any of the following:
  - Social Media sites
  - Illegal or age restricted content
  - Any content that could constitute a threat, bullying or harassment, or anything negative about other persons or the school
  - Content relating to a person's sexual orientation, gender, religion, race, disability or age
  - Any sexually explicit content

## 2. Mobile devices

- I will use school laptops and tablets for educational purposes only.
- I will seek permission from a member of staff before bringing a mobile device into school.
- I will ensure that my mobile device is handed to an adult at the start of the day
- I will seek permission from my class teacher before a school-owned mobile device is used to take images or recordings.
- I will not use any personal or school mobile devices to send inappropriate messages, images or recordings.
- I will ensure that personal and school-owned mobile devices are not used to access any age restricted or illegal content.
- I will not access the WiFi system using personal mobile devices.
- I will not take or store images or videos of staff members or other children on any mobile device without permission.

## 3. Social media

- I will not use any social media which are not suitable for my age.
- I will not communicate or attempt to communicate with any staff member over social media.
- I will not accept or send 'friend' or 'follow' requests from or to any staff member on social media.
- I will not publish any comments or posts about the school on any social networking platforms which may affect the school's reputation.
- I will not post any material online or in chat groups that:
  - Is offensive.
  - Is private or sensitive.
  - Damages the school's reputation.
  - Is an image or video of a staff member, parent or nonconsenting pupil.

## 4. Reporting misuse

- I will ensure that I report anyone who does not follow this agreement.
- I understand that my use of the internet will be monitored
- I understand that there will be disciplinary action against me in accordance with the school's Behaviour Policy if I breach this agreement.

I have read and understood this agreement, and ensure that I will abide by each principle.

Name of pupil:	
Signed:	
Date:	

This policy is differentiated for each phase but the overall expectations apply to all pupils.