



Acceptable Use Agreement (AUA)

It is important that we all agree to do the following to keep everyone safe using technology and understand that there will be consequences if what someone is doing is not safe.

Get an adult's permission to use technology

- ✓ Ask to use the computers, laptops, iPads, consoles, and cameras
- ✓ Follow school and class rules about your own technology in school

Only use activities, media and websites adults say are allowed

- ✓ Try to remember which sites you have tried that were blocked
- ✓ If you think a site should be allowed, ask a member of staff about it
- ✓ Get permission from whoever owns pictures, songs and information before using it in your own work

Look after technology

- ✓ Follow the rules for using computers, laptops, iPads, consoles and cameras
- ✓ If you are getting cross with what you are using, take a break
- ✓ Only click links or open emails from people you know

Keep passwords safe

- ✓ Only you and trusted adults should know your passwords
- ✓ When you choose a password, try to use letters and numbers

Use kind words

- ✓ Make sure what you say and write cannot be mistaken for bullying or seen as offensive to others
- ✓ Find or offer help to others if you think it is needed

Keep private information private

- ✓ Information you share should not help people find or contact anyone
- ✓ Private information includes your home address, phone number, date of birth, school and location
- ✓ Share general information and only tell people where you have been, instead of where you are now

Ask an adult to help if something is upsetting or goes wrong

- ✓ Show a trusted adult if you need help with something you have seen or heard



There are filters and blocks in place to help keep you safe and allow only appropriate content. There are also rules for safe use of technology displayed around the school. Staff will check on what you are doing and may ask you to change activities, stop or move away if it is not safe.

If what you are doing or have done is not safe, these things might happen:

- Your class teacher will be told
- Your parent / carer will be told
- You will be asked not to use technology and/or the internet for a set amount of time
- You will be asked to go through and sign this agreement again

If staff are told about something that has happened outside of school, they may want to talk about it with you and anyone else involved. Some of the things above might happen if you won't be safe using technology or the internet in school because of what happened.

An adult has read this with me to help me understand how to stay safe online. I will follow the rules and what is written here.

Signed _____ Date _____