



Holy Cross Catholic Primary School

Technology acceptable use agreement – pupils

Holy Cross Catholic Primary School 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.

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

1. Using technology in school

- I will only use ICT systems, e.g. computers, laptops and tablets, which my classroom teacher / parents has given me permission to use.
- I will only use the approved email account that has been provided to me by the school.
- I will not store or use any personal data relating to a pupil or staff member for non-school related activities. If I have any queries about storing or using personal data, I will speak to my classroom teacher.
- I will delete any chain letters, spam, and other emails from unknown senders without opening them.
- I will ensure that I get permission from my classroom teacher before accessing learning materials, e.g. source documents, from unapproved sources.
- During school hours, I will use the internet for school work only.
- I will not share my passwords, e.g. to my school email address, with anyone.
- I will not install any software onto school ICT systems unless instructed to do so by my classroom teacher.
- I will adhere to the e-safety guidelines I have been taught.

2. Mobile devices

- I will use school-owned mobile devices, e.g. laptops and tablets, for educational purposes only.
- I will seek permission from my classroom teacher before a school-owned mobile device is used to take images or recordings.
- I will not use any mobile devices to take pictures of fellow pupils unless I have their consent.
- I will not use any mobile devices to send inappropriate messages, images or recordings.
- I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content.
- I will not take or store images or videos of staff members on any mobile device, regardless of whether or not it is school-owned.

3. Social media

- I will not use any school-owned mobile devices to access personal social networking platforms.

- I will not accept or send 'friend requests' from/to any staff members over personal social networking platforms.
- 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 or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, staff or parents, on any online website.
- I will not post any material online that:
 - Is offensive
 - Is private or sensitive
 - Infringes copyright laws
 - Damages the school's reputation
 - Is an image or video of any staff, parent or nonconsenting pupil

4. Reporting misuse

- I will ensure that I report any misuse or breaches of this agreement by pupils or staff members to the headteacher.
- I understand that my use of the internet will be monitored by the e-safety officer and recognise the consequences if I breach the terms of this agreement, e.g. having personal devices confiscated.
- I understand that the headteacher may decide to take disciplinary action against me in accordance with the school's Behavioural Policy if I breach this agreement.

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

Name:	
Signed:	
Date:	
Name of classroom teacher:	
Signed:	
Date:	