



COMPUTER AND DIGITAL DEVICE USE AGREEMENT

Lead person responsible:
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RESPONSIBLE COMPUTER AND DIGITAL DEVICE USE AGREEMENT

This agreement will help keep me safe and help me to be fair to others when using computers and other digital devices at school and at home.

I am an online digital learner – I use the school’s internet and devices for schoolwork, homework and other activities to learn and have fun. I only use sites, games and apps that my trusted adults say I can.

I am a secure online learner – I will keep my passwords to myself and reset them if anyone finds them out.

I will be careful online – I will think before I click on links and only download when I know it is safe or has been agreed by trusted adults. I understand that some people might not be who they say they are, so I will be very careful when someone wants to be my friend.

I will be private online – I will only give out private information if a trusted adult says it’s okay. This might be my home address, phone number or other personal information that could be used to identify me or my family and friends.

I will keep my body to myself online – I will never change what I wear in front of a camera and remember that my body is mine and mine only. I won’t send any photos without checking with a trusted adult.

I will say no online if I need to – if I get asked something that makes me worried, upset or just confused, I say no, stop chatting and tell a trusted adult.

I will follow rules online – I know that some websites and social networks have age restrictions and I will respect this; I only visit sites, games and apps that my trusted adults have agreed to.

I am considerate online – I will never join in with bullying or sharing inappropriate material.

I am respectful online – I will not post, make or share unkind, hurtful or rude messages/comments and tell my trusted adults if I see these.

I am part of a community – I will not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult.

I am responsible online – I will keep others safe by talking to my trusted adults if a friend or person I know is being bullied or harassed or is worried or upset by things they read, watch or hear.

I don’t do public live streams on my own – I will only go on a video chat if my trusted adult knows I am doing it and who with.

I communicate and collaborate online – I will make sure this is only with people I know and have met in real life or that a trusted adult knows about.

I am SMART online – I understand that unless I have met people in real life, I can’t be sure who someone is online, so if I want to talk to someone for the first time, I must always ask a trusted adult for advice.

I am a creative digital learner online – I won’t just spend time online to look at things from other people; I get creative to learn and make things! I only edit or delete my own digital work and only use other people’s with their permission or where it is copyright free or has a Creative Commons licence.

I am a researcher online – I will use safer search tools approved by my trusted adults. I understand that not everything online can be believed, but I know how to check things and know to ‘double check’ information I find online.

I will follow my class behaviour rules during home learning - I will follow the rules my teacher puts into place whilst learning from home on Microsoft Teams. I will only use this learning platform to communicate about work.

I have read and understood this agreement. I know who are my trusted adults are and agree to the above.

Pupil Signature:

Date:

Parent Signature:

Date:

The following Terms and Conditions form the **Covid Addendum to our Pupil ICT Acceptable Use Policy:**

Terms and Conditions

Whilst participating in online learning, the normal high expectations of respectful behaviour will remain. These expectations are consistent with Eversley Primary Schools e-safety policy and the previously signed ICT acceptable use agreement (Computer and Digital Device Use form).

1. Computers or other devices must be located in a shared, but quiet space of the home where the pupil can remain supervised by their parent or carer for the duration of online meet ups/activity sessions.
2. The recording of still images, filmed images or audio of staff or other pupils without permission, and the distribution of such images, is strictly forbidden.
3. Making inappropriate, offensive or unkind comments, including through emojis and/or images, will not be tolerated.
4. When signing in to an online session I will use my first name and first initial of my surname to help identify me to the teacher. My teacher will not allow me in without this. Virtual backgrounds must not be used.
5. Students are not permitted to share links/ meeting I.D./ passwords to on-line sessions with anyone else outside of the invited group.
6. The teacher will remove any child who breaks any of the above terms and conditions from the Teams meet.