



PUTNEY
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

IT Acceptable Use Agreement

(Junior School KS2)

IT Acceptable Use Agreement – Junior Students

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IT Acceptable Use Agreement – Junior Students

The following guidance is a combination of GDST-wide and school policy aimed at supporting girls to take care of and use the IT facilities and their iPad to the best of their abilities in a safe and responsible manner. It is designed to be positive and should not be seen as an exhaustive list of rules. Girls should always use any digital technology in ways which are productive, legal, kind and sensible.

Key Stage 2: Acceptable Use Agreement

This agreement will help keep me safe and help me to be fair to others.

- *I am an online digital learner* – I use the internet and email for schoolwork, 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 keep my passwords to myself and do not share them with anyone except my trusted adults. I don't leave my iPad unattended if I am logged on. I should not use a Fingerprint ID on my device.
- *I am careful online* – I 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 should be very careful when someone wants to be my friend.
- *I am private online* – Private information is information that could be used to identify me or my friends and family, like addresses, phone numbers, photos or who my friends are. I do not give out private information unless a trusted adult says it's okay.
- *I am careful when I take pictures:* – I never change what I wear in front of a camera and remember that my body is mine and mine only. I don't send any photos without checking with a trusted adult.
- *I say no online if I need to* – if I get asked something that makes me worried or upset or just confused, I say no, stop chatting and tell a trusted adult.
- *I am a rule-follower online* – I know that some websites and social networks have age restrictions and I respect this. I only visit sites, games and apps that my trusted adults have agreed to.
- *I am considerate online* – I do not join in with bullying or sharing inappropriate material. I 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 am respectful online* – I do not post, make or share unkind, hurtful or rude messages/comments/photos and tell my trusted adults if I see these.
- *I am part of a community* – I do 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 do not try to buy things online even if I really, really want them unless my trusted adult helps me.
- *I do not do public live streams on my own or initiate a TEAMS call* – and only go on a video chat if my trusted adult knows I am doing it and who with.
- *I communicate and collaborate online* – 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 meet someone for the first time, I must always bring a trusted adult with me.
- *I am a creative digital learner online* – I only edit or delete my own digital work and only use other peoples' with their permission. If I do collaborate, I do so respectfully and respects my peers' view and suggestions.
- *I am a researcher online* – I use safer search tools approved by my trusted adults. I understand that not everything online can be believed, and know I should verify information I find online.

Trusted Adults at School.

The trusted adults I can talk to if I have concerns about E-safety are:

- Your class teacher.
- Mrs Page Roberts – Junior School Head
- Miss Franks – Junior School Deputy Head, Pastoral
- Mr Miller – Junior School Deputy Head, Academic
- Mr Mistry – Junior School Director of Digital Learning and Innovation

By signing this document, you agree to the rules for using digital devices in school.

Your Name: (please write your name)

Your Class:

Date: