



Kindness • Responsibility • Challenge

# Grouville School











Always be the best you can be

## IT Responsible Use Agreement (RUA) Upper KS2 Responsible User Agreement

For your child to be able to use the technology at school they must follow these rules at all times-this is to make sure they are safe. Following the rules below will enable them to become a responsible, knowledgeable and safe user of technology.

Please read these rules with your child carefully and keep them safe for future reference. Please complete the permission slip overleaf and return to the office.

### Upper Key Stage 2 Technology Rules

	I will always use the internet responsibly. I will ask for help if I need guidance and I will always access sites which are reputable.
	I will keep my login details private. I will only use my own login details.
	I only email and message people that our teacher has approved or parents/carers outside of school. I will not open or reply to SPAM emails.
	I will think before I write. I will not post or send anything that is not appropriate, unkind or that could upset others. If I wouldn't want my teacher to see it-I won't type, click send, or post.
	I will never give out my personal information e.g. full name, address or phone number unless a responsible adult has instructed me to. I will not post information that could identify me in public such as videos in school uniform outside of school technologies such as the school website.
	I will look after and respect our ICT equipment and resources in school. I will tell a teacher immediately if something does not work.
	If I see something that upsets me online, or feel that something is not appropriate, I will tell a teacher. I will not view or share any material that is unsuitable. If I accidentally see any unsuitable material then I will turn off the screen and immediately tell a teacher.
	I know that mobile phones and personal electronic devices cannot be used at school-unless a teacher has made specific planned activity arrangements. I will turn devices off and place them in the office mobile storage box until the end of the day.
	I know that my technology use is monitored and is not private. This information will be shared with my teacher and possibly my parents if I break the rules.
	I will only take photographs in school when I have permission to do so. I will not send or add any photographs taken on school property via messaging services or social media -Whatsapp, iMessage, Instagram etc. under any circumstances.
I know that if I break the rules I might not be allowed to use the school technology until I prove that I can be a responsible user.	

**Technology at Home:** I understand that it is my parent's/carer's responsibility to monitor my use of technology at home and will allow them to access my devices at home.

- I will continue to use online services responsibly, safely and appropriately outside of school. I will report any concerns that arise from technology use at home to my parents, or if needed an adult who I trust at school.
- I should make sure that my parents know what I am doing on my devices. I understand that my parents are responsible for my safety at home and this includes when I am using technology.
- I will use technology for a healthy amount of time and within the right environment – I will talk to my family about this and set up a family agreement to ensure we all understand our family rules.
- I will always check and follow the age rating guidance for apps, services and websites. (Facebook, Instagram & Whatsapp are for ages 13+ and are not suitable for primary aged students) however, if parents/carers choose to give permission to use these services they are aware of the risks and will carefully monitor my activity.
- I will never make 'friends' with anyone I do not know in real life.
- If I am not sure about any aspect of my online activity I will ask my parents or a responsible adult for help or advice.

The most important part of this agreement is for you to know that you can always talk to your parents/carers and teachers about anything that may worry you whilst using technology. Your safety is our utmost priority.



— Kindness • Responsibility • Challenge —

# Grouville School

— Always be the best you can be —

## **IT Responsible Use Agreement (RUA) Upper KS2 Responsible User Agreement**

*To be able to use the technological facilities in Grouville School you must agree and adhere to the rules outlined in the school section of our RUA at all times- this is to make sure you are safe. Following these rules will enable you to become a responsible, knowledgeable and safe user of technology.*

*I have discussed the RUA with my child and they agree to follow the rules that are outlined within it. Please sign and return to the school office before the start of the new academic year.*

**Name of child:**

**Class:**

**Parent's/Carer's Signature:**

**Date:**

**Child's Signature:**