

# Whitefield Infant School & Nursery

## Pupil Acceptable Use Agreement

### Using Technology Safely, Respectfully and Responsibly

At Whitefield Infant School, technology helps us to learn, create and communicate. We want every child to enjoy using technology safely and responsibly.

By signing this agreement, I promise that I will:

#### Keeping Myself Safe

1. I will only use computers, tablets, iPads and the internet when an adult has given me permission.
2. I will tell a trusted adult immediately if I see, hear or receive anything online that worries me, upsets me or makes me feel unsafe.
3. I will never share personal information online, ( including; my full name, home address, telephone number, passwords, school details, photographs or videos of myself or my family, (unless a trusted adult at school has told me it is safe to do so).
4. I understand that people online are not always who they say they are. I will never agree to meet anyone I have only spoken to online.
5. I know that if someone is unkind, rude or makes me feel uncomfortable online, I should not reply. I will tell a trusted adult straight away.

#### Being Respectful Online

6. I will always be kind and respectful when using technology.
7. I will not send or share messages, photographs or videos that may upset, embarrass or hurt other people.
8. I understand that online bullying is just as serious as bullying in school and will always tell an adult if I see it happening.
9. I will only take photographs, videos or audio recordings when an adult has given permission.

#### Looking After School Equipment

10. I will look after all school devices and use them carefully.
11. I will only use apps, websites and programs chosen or approved by my teacher.
12. I will not try to change settings, install software, bypass filters or access anything that has not been approved by school.
13. I will keep my usernames and passwords private and will never use another person's account.

## **Artificial Intelligence (AI)**

14. I understand that some websites and apps use Artificial Intelligence (AI).
15. I will only use AI tools if my teacher says it is appropriate.
16. I understand that AI can sometimes give incorrect information, so I will always check my learning with my teacher.
17. I will never use AI to be dishonest or pretend someone else's work is my own.

## **Mobile Phones and Smart Devices**

18. Whitefield Infant School is a mobile phone-free school for pupils.
19. If I bring a mobile phone or smart device to school because my parent or carer needs me to have one when travelling to or from school, I will:
  - hand it to a member of staff as soon as I arrive
  - keep it switched off throughout the school day
  - collect it at the end of the day
  - never use it during school hours unless a member of staff tells me to.
20. I understand that smart watches with messaging, internet access, cameras or recording functions must not be used during the school day.

## **Learning Responsibly**

21. I will only use technology for learning activities when instructed by my teacher.
22. I understand that everything I do on school devices and the school network may be monitored to help keep everyone safe.
23. I understand that work I create should always be my own unless I have been asked to work with others.
24. I will report any accidental damage or problems with equipment to an adult straight away.

## **If I Make a Mistake**

25. If I make a mistake online, I will be honest and tell an adult so they can help me.
26. I understand that if I do not follow this agreement, my access to school technology may be restricted and my parents or carers may be informed.

# Our Whitefield Digital Promise

At Whitefield Infant School we promise to:

- Be Safe
- Be Kind
- Be Respectful
- Be Responsible
- Be Ready to Learn

These values apply both **online** and **offline**.

## Pupil Agreement

I have talked about these rules with my parent/carer and understand how to use technology safely.

Pupil Name: \_\_\_\_\_

Class: \_\_\_\_\_

Pupil Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Parent/Carer Agreement

I have read this agreement with my child and will support Whitefield Infant School in helping them use technology safely and responsibly.

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_