



I understand that as a member of Norwood Primary School
I must use technology in a responsible way.

KS2 Pupils Acceptable Use of Digital Technology Agreement and e-Safety Rules

- I will only use digital technology in school for school purposes and not to upset or bully other people or create a bad impression of school.
- I will only use my class email address or my own school email address when emailing.
- I will only open email attachments after I have checked with an adult.
- I will not tell other people my digital technology passwords.
- I will only open/delete my own files with the teacher's permission
- I will make sure that all digital technology contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be rude, unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address.

- I will be responsible for my behaviour when using digital technology because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I will look after digital technology and report any damage to a teacher straight away.
- I know that my use of digital technology can be checked and that my parent/ carer contacted if a member of school staff is concerned about my e-Safety.
- I will log off or shut down a computer when I have finished using it.
- I know I may lose the right to access digital technology if I break any of these rules.
- I understand that ALL incidents will be written down and I will lose privileges according to the school behaviour system if I do not follow our e-Safety rules.
- I will not use another person's account details to access a device, even if they have given consent for me to do so.
- I will not take any pictures or videos without an adult's permission.