Holly Hill Primary School
Acceptable Use Policy Agreement
(Pupils - Upper Key Stage 2)



This is how we will be responsible users and stay safe when we use digital technologies (including computers and iPads) for educational, personal and recreational use:

Holly Hill Primary School will use school systems that supports both the user and school from accidental and deliberate misuse.

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that my use of websites, systems and digital communications will be monitored.
- I will keep my username and passwords safe - I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "risks", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, home addresses, email addresses, telephone numbers, age, educational details, financial details etc.)
- I will immediately report any unpleasant or inappropriate material, images, messages or anything that makes me feel uncomfortable when I see it on-line.
- I will minimise the screen and immediately tell an adult if I see something that worries / upsets me, or I know is inappropriate on the screen.
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have made a mistake.

I understand that everyone has equal rights to use technology as a resource and I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.

- I will ask a teacher or suitable adult if I want to use the computers/ tablets.
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will act as I expect others to act toward me
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission. I will ask a teacher or suitable adult if I need to view work elsewhere.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

School policy says that I will not bring my mobile device / phone etc to school. If I bring a mobile device or phone it will be stored in a named envelope in the school office at the start of day and collected at the end of day

- I will take care of the computer/laptop and other equipment.
- I will immediately report any damage or faults involving equipment or software, however this may have happened
- I know that if I break the rules I might not be allowed to use a computer/tablet during that session.

When using the internet for research / recreation or to find information, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- I will not deliberately look for, save or send anything that could make others upset.

I understand that I am responsible for my actions, both in and out of school:

I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my peers or the school community (examples would be online-bullying, use of images or personal information).

I understand that if I fail to comply with this acceptable use agreement, I may be subject to further action. This could include contact with parents / carers and in the event of illegal activities involvement of the police.

I have read and understand the above and agree to follow these guidelines when I use the school systems and devices (both in and out of school).

Pupil name: _____

Signed by: _____

Date signed: _____2026