



Greenside Film Factory – September 2019 KS2 Student Acceptable Use Agreement



These rules will keep me safe and help me to be fair to others.

- I will only use the school's computing equipment for my Greenside & Home Learning.
- I will only edit, copy, share or delete my own files and not look at, change, delete, share or copy other people's files without their permission.
- I will keep my logins and passwords secret.
- I will not bring any type of files into school without permission or upload inappropriate material to my workspace or Google Drive / Google Classroom.
- I am aware that some websites & social networks have age restrictions and I should respect this.
- I will not attempt to visit internet sites that I know to be banned by the school and/ or could contain inappropriate material and will stick to those directed by my teacher.
- I will only e-mail / contact people I know, or a responsible adult has approved.
- The messages I send, communication I make, searches I completed or information I upload, will always be polite, sensible and related to Greenside activities.
- I will not open an attachment or download a file, without first consulting a responsible adult.
- I will not share my address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet and I will report any such incidents or requests to a responsible adult immediately.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will keep them and show / tell a responsible adult immediately.
- I will ensure that I take excellent care of the school issued iPads, handle them all with great care so that they do not become damaged in any way, make sure I always know where my iPad is and use them in a sensible manner for school related activities only.
- I will not download any Apps (including free apps), access the App store / iTunes etc or change any settings on my iPad, or anyone else's, without explicit permission from a member of the school staff.
- I understand that it is my responsibility to ensure that my iPad is charged, that work is uploaded to Google Drive to leave enough storage space and in school and ready for use everyday.

I have read and understand these rules and agree to them.

My Name:

Date: