



# Longridge Church of England Primary School

Berry Lane, Longridge, Preston PR3 3JA  
Head Teacher- Mrs C Parkin BA MEd NPQH  
[www.longridge-cofe.lancs.sch.uk](http://www.longridge-cofe.lancs.sch.uk)

## Pupil Acceptable Use Agreement

### **KS2 (Years 3-6)**

I understand that I must use Longridge CE Primary School's 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.

#### **To keep myself safe online:**

- I understand that Longridge CE Primary School will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure - I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of 'stranger danger', when I am communicating online.
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- I will not arrange to meet with people whom I have met online.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

#### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that Longridge CE Primary 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 not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use Longridge CE Primary School systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube).

#### **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 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:**

- I will not bring my own personal devices (mobile phones / USB devices etc) into school.
- I will immediately report any damage or faults involving equipment or software, however

this may have happened.

- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email.
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not use social media sites in school

**When using the internet for research or recreation, 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).
- When I am using the internet to find information, 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 understand that I am responsible for my actions, both in and out of school:**

- I understand that Longridge CE Primary 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 membership of 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 Policy, I may no longer be allowed to access the school network and internet.
- I understand that Longridge CE Primary School will contact my parents if I fail to comply with this Acceptable Use Policy.

Name of Pupil .....

Class .....

Signed .....

Date .....

#### **Parent/Carer Agreement**

- I have read the pupil acceptable use agreement and will support Longridge CE Primary School in ensuring that the expectations for pupils outlined in this document are upheld when pupils are learning at home and in school.
- I understand that Longridge CE Primary School will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet but cannot guarantee the online safety of learners whilst they are at home.
- I understand that my child's activity across all applications will be monitored and that the school will contact me if they have concerns in line with our Online Safety Policy and Acceptable Use Policy.
- I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Name of Parent .....

Signed .....

Date .....

Mrs G Parkinson

Date: September 2025

Review Date: September 2026