



Greenside Film Factory – September 2022 KS2 Student Acceptable Use Agreement



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

- I will only use Greenside'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 Greenside 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 and I will not attempt to visit internet sites that I know to be banned by Greenside 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 complete 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 Greenside issued equipment, 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 staff.
- For my own personal safety -
 - I understand that my use of the internet is monitored
 - I will not try to access anything that is inappropriate for my age or illegal
 - I will not change any settings on Greenside's computing equipment without permission from a member of staff
 - I understand that I am responsible for my actions and the consequences.

I have read and understood these rules and agree with them.

My Name:

Date: