

## Acceptable Use Agreement (Pupils KS2)



### My online safety rules

- I will only use school IT equipment for activities when a trusted adult has given me permission and is present.
- I will not deliberately look for, save or send anything that could make others upset.
- If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately.
- If someone says, asks or posts about me anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not reply. I will tell my teacher or my parent/carer immediately.
- I will keep my username and password secure; this includes not sharing it with others.
- I will not give out my own or other people's personal information, including: name, phone number, home address, interests, schools or clubs. I will tell my teacher or parent/carer if anyone asks me online for personal information.
- I will always use my own username and password to access the school network and subscription services such as; PurpleMash, Google Classroom, EdShed.
- In order to help keep me and others safe, I know that the school can check my files and the online sites that I visit. They will contact my parents / carers if an adult at school is concerned about me.
- I understand that everything I do or receive online can be traced now and in the future.
- I will respect computing equipment and will immediately notify an adult if I notice something isn't working correctly or is damaged.
- Before I share, post, or reply to anything online I will T.H.I.N.K
- T = Is it true?
- H = Is it helpful?
- I = Is it Inspiring?
- N = Is it necessary?
- K = Is it kind?
- I will not use my personal email address or other personal accounts in school or school email addresses at home.
- I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher and agreed by my parent/carer.
- I will only open email attachments if it has been approved by a member of school staff in school or a parent/carer out of school.
- In school I will only open or delete my files when told by a member of staff.
- Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without their parent's/carer's permission.
- I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately.
- I understand that in Year 6 mobile phones are allowed in school but other personal devices are not, and I will follow the rules. I will not assume that new devices can be brought into school without getting permission.
- I understand my behaviour in the virtual classroom should mirror that in the physical classroom.
- I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.

- I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will investigate it and may need to take action.

Dear Parent/Carer,

The internet, email, mobile technologies, and online resources have become an important part of learning and life. We want all children to be safe and responsible when using any electronic device. It is essential that children are aware of online risk, know how to stay safe and know where to go to report problems or to get help.

Please read through these online safety rules with your child/ren and talk with them to ensure they understand their importance and what it means for them (and for you). When you have done this, you both need to sign this agreement to say that you agree to follow the rules. Any concerns or explanation can be discussed with the Online Safety Lead, Kate Hooft.

Please complete the form below to show that you agree to follow this Agreement:

**Pupil agreement**

Pupil name.....

This agreement is to keep me safe. I have discussed this agreement with my parents/carers and understand the commitment I have made and my responsibilities.

Pupil signature.....