Online Safety Acceptable Use Agreement - Primary Pupils

My online safety rules

• I will only use school IT equipment for activities agreed by school staff.

• I will not use my personal email address or other personal accounts in school when doing school work.

• 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.

• I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online.

• I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times.

• 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 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.

• 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.

• Even if I have permission, I will not upload any images, videos, sounds or words that **could** upset, now or in the future, any member of the school community, as this is cyberbullying.

• 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 everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation.

• I understand that some personal devices are allowed in school and some are not, and I will follow the rules. I will not assume that new devices can be brought into school without getting permission.

• 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 look into 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 IT. 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). Any concerns or explanation can be discussed with the Headteacher.

Pupil agreement

Pupil name……

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

Pupil signature……..

For Parents

Please discuss this agreement, which highlights the associated risks when accessing the internet, mobile and digital technologies, with your child/ren and support them in following the terms of this agreement. Please do not to share school related information or images online or post material that may bring the school or any individual within it into disrepute.(Rather than posting negative material online, any parent, distressed or concerned about an aspect of school should make immediate contact with a member of staff. Negative postings about the school would impact on the reputation of the whole school community. Parents are encouraged to report breaches so that we can protect the reputation of the school, staff, pupils and parents). Personal mobile phones and devices should only be used in designated areas of the school unless otherwise informed, e.g. for specific events and activities. Images should not be taken at any time on school premises of anyone other than our own child/ren, unless there is a pre-specified agreement. When on school premises, but not in a designated area where phones can be used, they must be switched off and out of sight.