



# Pupil and Parent Acceptable Use Agreement

## EYFS / Year 1 & Year 2

### Keeping me safe at home and at school



#### Pupil Agreement:

#### This is how I stay safe when I use computers:

- I will ask a teacher or parent if I want to use a computer.
- I will only use activities that the adult has told or allowed me to use.
- I will take care of the computer and other equipment.
- I will ask for help from a teacher or parent if I am not sure what to do or if I think I have done something wrong.
- I will tell an adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer.
- If I bring a mobile phone or camera to school I will give it to my teacher.

The school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people are safe when they use the internet and ICT systems. All children's activity on the ICT systems is monitored and the school will contact parents / carers if there are concerns.

Parents should encourage children to adopt safe and moderate use of the internet and digital technologies at home.

We ask that parents / carers discuss the acceptable use agreement with their children at home.

We believe it is important to help our pupils learn how to communicate respectfully with, and about, others online. Parents play a vital role in helping model this good behaviour for their children and supervising their children's time online.

#### How can you help us?

- Please inform the school if you have concerns over your child/ren's e-safety
- Please direct any queries or concerns through the school office, so questions can be answered quickly
- Please contact the school directly and speak to the appropriate member of staff if you become aware of an issue or incident and avoid using social media to try to resolve it
- Please communicate with or about the school respectfully
- Please do not upload or share photos or videos on social media of any child other than my own, unless I have the permission of the other children's parents/carers.
- Please discuss this with your child/ren and follow the acceptable use agreement to support the safe and responsible use of digital technologies.



# Pupil and Parent Acceptable Use Agreement

## Year 3, Year 4, Year 5 and Year 6

### Keeping me safe at home and at school



#### Pupil Agreement:

##### For my own personal safety – everywhere!

- I will ask permission from a member of staff before using the Internet at school.
- I will keep my logins and passwords secret.
- I am aware of 'stranger danger' when online and will not meet online friends.
- I will tell an adult about anything online which makes me feel uncomfortable.
- I will not try to bypass the system to reach websites the school has blocked.
- I understand that school may check my files and may monitor the web pages I visit.
- When in school I will only contact people with my teacher's permission.
- I will be very careful when sharing pictures or videos of myself or friends, if I am in school I will always check with the teacher.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will not put my 'personal information' online (my full name, birthday, phone number, address, postcode, school, etc.).
- Some websites and social media have age restrictions and for my safety I must respect this and not hold or use an account if I am not old enough

##### To keep the system safe

- I will only use my own login and password, which I will keep secret.
- I will not access other people's files.
- I will not play games on a school computer unless given permission.
- I will not install software on school computers.

##### Responsibility to others

- The messages I send will be polite and respectful.
- I will not upload images or videos of other people without their permission.
- I understand that school may take action if I am involved in incidents of inappropriate behaviour.
- I will respect other people's privacy online

##### Personal devices

- The school cannot accept responsibility for theft, loss or damage to personal devices or mobile phones.
- It is not permitted for pupils to use mobile phones or cameras during the school day.
- Phones and personal devices should be given to the class teacher to be stored in a secure place until the end of the school session.

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