



# Pupil Acceptable Use Agreement / Online safety Rules



Dear Parent/ Carer,

ICT, including the internet, e-mail and mobile technologies, etc. is an important part of learning in our school. We expect all children to be safe and responsible when using any ICT. **Please read and discuss the following Acceptable Use Agreement (online safety rules) with your child and return the slip at the bottom of this page.** If you have any concerns or would like some explanation, please contact the class teacher. This Agreement is a summary of our online safety policy which can be found on the school website. The children will also be expected to sign the agreement in school. Thank you for supporting our Online safety policy.

- I will only use the school's computers when I am at school
- I will only use my class e-mail address or my own school e-mail address when e-mailing
- I will only open e-mail attachments from people who my teacher has approved.
- I will log off sites when I have finished using them
- I will not tell other people my ICT passwords. I will use my username and passwords carefully to protect my identity and I will not ask computers to remember my password
- I will only open/delete my own files
- I will not edit other people's files and will only look at them with their permission
- The messages I send, or information I upload, will always be polite and sensible, in school and outside of school
- I will not deliberately look for, save or send anything that could be unpleasant, nasty or make me or others feel uncomfortable. If I accidentally find or receive anything like this, I will tell my teacher or responsible adult immediately
- I will not give out my own details such as my name, phone number or home address or 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 me permission
- I will not arrange to meet someone without the permission of a teacher or trusted adult and they come with me
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my online safety
- If I have had permission to bring a mobile phone to school, because I am in Y5 or Y6 and travel to or from school alone, I will switch it off and hand it to the school office as soon as I arrive at school
- I will not bring any mobile or electronic devices to school (except for mobile phones – as above)
- I will tell a teacher if I know of anyone who is behaving badly online and I think they are being bullied
- I know that there is a record of anything I access or post online that will become my 'digital footprint' for life, even if I have deleted things myself
- I will only use websites that my teacher directs me to.
- I will use <https://www.kiddle.co/> when using the internet to research topics; in school and at home.

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### Parent/ carer signature

We have discussed this and .....(child's name) agrees to follow the Online safety rules and to support the safe use of ICT at Sunnymede Junior School. I will promote these rules with my child.

Parent/ Carer Signature ..... Date ..... Class .....