



E-Safety Acceptable User Policy

Pupil COPY

KS2 Pupils

Name of Pupil:

Class:

THIS COPY TO BE SIGNED BY PUPIL AND PARENT AND RETAINED BY PARENTS.

When I am using the computer or other technologies (see list below for examples), I want to feel safe all the time.



I will not bring into school any of the following devices without permission:

- ⊗ Mobile phones* including Smart Phones, Blackberries, iPhones
- ⊗ Mobile Devices including laptops, iPads, tablets, netbooks, ebook readers
- ⊗ Cameras including still and video cameras, Webcam
- ⊗ Gaming Devices including Nintendo 3DS, Sony PlayStations, The MG Portable Android Gaming System

*I will only bring in a mobile phone if I walk home alone and have permission from my parents and the school. I will leave my phone in the School Office during the day.

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- Ask permission before signing up to any websites and always use my learning platform email address to do so;
- I will act responsibly when sharing or publishing work online and not breach copyright.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not use the school ICT systems for non – educational on-line gaming, internet shopping, file sharing, or inappropriate video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act towards me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain security to ensure the smooth running of the school:

- I will only use my personal devices (e.g. memory sticks) in school, if I have permission, as these may carry viruses.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission or use appropriate acknowledgement to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour towards any member of the school community when I am out of school (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, the school will take action in line with the Promoting Good Behaviour Policy. This may also include loss of access to the school network / internet, learning platform email and messaging tool, contact with parents/carers and in the event of illegal activities involvement of the police.

I have read and understand the above and agree to be a responsible user and stay safe while using the internet and other communications technologies, both in and out of school, for learning, personal and recreational use.

Pupil signature: _____

Date: _____



Parents/Carers

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and when using mobile technologies.

I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

I have read this E-Safety Acceptable User Policy and have discussed it with my child.

I agree/do not agree (delete as appropriate) to support the school's policy on e-safety.

Please be aware that if you do not sign the agreement to support the school's policy on e-safety, your child will be unable to use ICT equipment, or to have access to the internet, in school.

Signed: (Parent/Guardian/Carer): _____

Date: _____