

# New Mills Cluster Primary Schools

## E-Safety - KS2 Acceptable Use Agreement

'Pupils should have an entitlement to safer internet access at all times'

### **This Acceptable Use Policy is intended to ensure:**

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will ensure that pupils have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

### **Acceptable Use Policy Agreement:**

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.

I understand that my school will monitor my use of ICT.

I will be aware of 'stranger danger' when I am online.

I will not give any personal information about myself or other when I am online (this could include names, addresses, email addresses, telephone numbers, age etc.)

I will not send pictures of myself, of any kind, to anyone, unless it is directly supervised by an adult and is part of a planned activity to do with school e.g. educational links with another school.

I will tell an adult in school if anyone tries to talk to me online.

I will tell an adult immediately if I see anything unpleasant that makes me feel uncomfortable on the internet.

When given a username and a password I will keep it safe and to myself.

I will respect others' work and will not view, copy, remove or otherwise change any other user's files, without the owner's permission.

I will be polite and responsible when I communicate with others, I will not use strong, aggressive, unkind or bad language.

I will not take or show images of anyone without their permission.

I will not write, post or send anything nasty about anyone at our school. (This includes, emails, social networks and any form of mobile communication e.g. text messages – this includes doing any of these things outside school).

I will only use school devices for my school work, unless I have been given permission to by a teacher.

I will not bring any personal devices in to school unless I have been given permission by a teacher. If I bring a phone in to school I will not use it and I will store it in the school office until the end of the day. I understand that if it is found in school it will be confiscated and my parents will be asked to come to collect it.

I will not try to download or upload anything from the internet without permission.

I will not use any social media at school.

I will only use a computer or device when I have been told to or if I have asked an adults permission.

I will ask permission to bring a USB memory stick into school and I will virus scan the memory stick before copying over any files.

I will only visit websites that I have been told are safe. If I accidentally come across any inappropriate websites or content on the internet, I will immediately tell an adult and will not show anyone else but them.

I will only search for information that I have been told to by my teacher.

**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 break any of the above rules, or if I take part in cyber bullying.
- I understand that if I break any of the above rules then I am breaking the E-Safety agreement and I may be banned from the independent use of technology in school.

**Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.**

Name

Group / Class

Signed

Date

## Permission Form

Parent / Carer's Name

Pupil Name's

As the parent / carer of the above students / pupils, I give permission for my son / daughter to have access to the internet and to ICT systems at school.