

Acceptable use of the school's ICT facilities and internet: agreement for KS2 pupils and parents/carers

Name of pupil:

Class:

When using the school's ICT facilities and accessing the internet in school, including before or after school clubs, I will follow the SMART rules:

- **Safe** - I will keep myself safe by being careful not give out personal information when I am chatting or posting online. This includes my address, email address, phone numbers and passwords
- **Meet** - I will never meet up with an online friend. Meeting someone I have been talking to online can be dangerous. Remember online friends are still strangers, even if you have been talking to them for a long time.
- **Accept** - I will not accept emails or messages from people I don't know. I will only click on Icons and Links when I know they are safe in case the they contain virus'.
- **Reliable** - Someone online might lie about who they are and information on the internet may not always be true. I should always check information by looking at other websites, in books or with someone who knows.
- **Tell** - I will always tell an adult if I am worried about anything I have found or seen or heard on the internet.

I will:

- use the school's ICT systems and internet responsibly
- agree to the acceptable use policy every time I login
- only use the school computers for school work and homework
- only use the school's ICT facilities when a teacher is present and with their permission
- not access any inappropriate websites
- not access social networking sites e.g. Snapchat, Instagram, WhatsApp or TikTok
- only edit or delete my own files and not look at, or change other people's files without their permission
- not bring files into school without permission, or upload inappropriate material to my workspace
- not open any attachments on a webpage without first checking with a teacher
- keep my logins and passwords secret and not use anybody else's login details.
- only contact people I know or a responsible adult has approved
- not give my personal information to anybody when communicating online
- create a positive digital identity and treat other users with respect
- use appropriate and kind language when communicating online
- immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.
- let the Safeguarding Lead- Mrs O'Connell or Online Safety Lead- Mrs Millar know if I am worried about anything online or I feel unsafe online.

I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems. I understand that the school will use the behaviour policy if I do certain unacceptable things online, even if I'm not in school when I do them.

Signed (pupil):

Date:

Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):

Date: