



# Use of Technology and the Internet Pupil Acceptable Use Agreement and Online Safety Rules

## Be Safe



### Using the computers in school:

- I will only use ICT in school for school purposes.
- I will not tell other people my ICT passwords.
- I will open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible polite and sensible in & outside of school.
- I will be responsible for my own behaviour when using ICT because I know that these are the rules to keep me safe.
- I will not bring in CD's/memory sticks from home and try to use them on the school system.

### Using the internet:

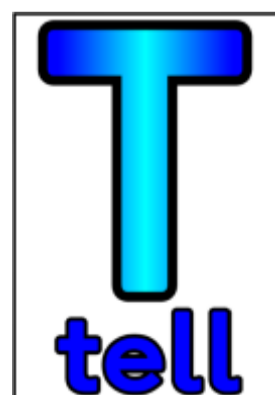
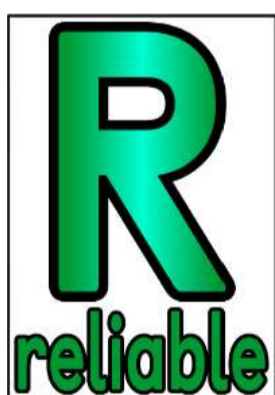
- I will ask permission before using the internet.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I know that my use of ICT can be checked and that my parent/carer will be contacted if a member of school staff is concerned about my e-safety.
- I will not complete and send forms without permission from my teacher.
- I will not give my full name, home address or phone number when completing forms.

### Using e-mail:

- I will ask permission before checking any email.
- I will only email people I know or who my teacher has approved, and I will not open attachments.
- I understand that email messages I send or receive may be read by other people.
- I will immediately report any unpleasant messages sent to me.
- I will not give out my own details such as my name, phone number or home address.
- I will not use email to arrange to meet someone outside school hours.

### Using Social Media:

- I will not use social media whilst in school
- If using social media outside school, I agree to protect my own privacy
- I will not give out personal information.
- I will not to use technology or social media to hurt anyone else through bullying or gossip.



**Safe**



Be safe online by being careful about sharing your personal information when you are chatting or posting online. Personal information includes your address, email address, phone number, passwords, date of birth etc.

**Meet**

Meeting someone you have met online can be very dangerous. You should only meet someone if you have permission from your parent or carer, and even then, only if a trusted adult can go with you. Remember, people online are strangers, even if you have been talking to them for a long time.

**Accepting**

People can send viruses or nasty messages online. Never accept emails, messages, files, images, or texts from people you don't know.




**Reliable**



People can say whatever they want on the internet - and it isn't always true. People can say they are someone they aren't, and can post incorrect information. You should always check information by looking at different websites, in books or by talking to someone.

**Tell**



If you feel uncomfortable, upset, or worried, by something you see online you should tell a parent, carer or other trusted adult. You should also tell if you or someone you know is being bullied online.

