

Online Safety Acceptable Use Agreement for KS2 Pupils

My online safety rules

- I will only use IT equipment in school for activities agreed by school staff and out of school for activities agreed by my parents/carers, and only with a trusted adult present.
- I will respect computing equipment and immediately notify an adult if I notice something isn't working correctly or is damaged.
- I will not use a personal email address or other personal accounts in school.
- I will only open email attachments if it has been approved by a member of school staff in school or a parent/carer out of school.
- In school I will only open or delete my files when told by a member of staff.
- I will not tell anyone other than my parents/carers my usernames and passwords. I will not use other people's usernames or passwords to pretend to be them online.
- I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times.
- If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not comment/reply, but will tell my teacher or my parent/carer immediately.
- I will not give out my own or other people's personal information, including: name, phone number, home address, interests, schools or clubs. I will tell my teacher or parent/carer if anyone asks me online for personal information.
- Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without their parent's/carer's permission.
- Even if I have permission, I will not look for, save, send or upload any images, videos, sounds or words that **could** upset, now or in the future, any member of the school community, as this is cyberbullying.
- I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately.
- I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation.
- I will not assume that personal devices can be brought into school without getting permission. Any devices that can take pictures or make phone calls, such as mobile phones and smart watches, must be switched off and left at reception whilst I am on school premises. These devices are not permitted on school day/residential trips.
- I understand my behaviour in the virtual classroom should mirror that in the physical classroom.
- I will not lie about my age or access games, apps or social networks that are for older people, as this will put me at risk.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules, my teachers will look into it and may need to take action.

S

S stands for keep **safe** from strangers. Never tell someone where you live or what your phone number is.



M

M stands for **meet**, never meet up with a stranger you have met online.



A

A stands for **accepting**, don't open emails from people you don't know, they could contain viruses.



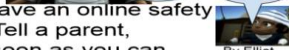
R

R is for **reliable**, don't believe everything you read online, check your facts! Did you read it on a reliable website, like bbc.co.uk?



T

T stands for **tell**, if you have an online safety problem, tell someone. Tell a parent, guardian or teacher as soon as you can.



By Elliot