

# **KS2 Primary Pupil Acceptable Use Policy (AUP) & E-Safety Rules**

- I will only use ICT in school for school purposes
- I will look after school laptops and digital equipment and tell a teacher straight away if something is broken or not working properly
- I will only use the username and password I have been given for my year group
- I will only use my class email address or my own school email address when emailing
- I will only open email attachments from people I know, or who my teacher has approved
- I will not tell other people my passwords. I will only open/delete my own files
- I will make sure that all online contact with other children and adults is responsible, polite and sensible
- I will not 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 will not give out my own/others details such as name, phone number or home address. I will not arrange to meet someone or send my image unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using online devices because I know that these rules are to keep me safe
- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community. This includes social apps and websites outside of school.
- I know that my use of school devices can be monitored and my parent/carer contacted if a member of school staff is concerned about my safety
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher
- I will not bring a Smart Watch to school because I am not allowed to wear one during the school day
- I will not use a mobile phone or online device on school grounds without prior permission from a teacher
- I will not sign up to online services until I am old enough

Dear Parent/ Guardian,

Digital technology including the internet, email and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any digital device.

Please read and discuss this Acceptable Use Agreement & E-Safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact the school office.

Please read and discuss these guidelines:

- I/we will support the school approach to online safety and not upload or add any text, image, sound or videos that could upset or offend any member of the school community, or bring the school name into disrepute.
- I/we will ensure that my/our online activity would not cause the school, staff, pupils or others distress or bring the school community into disrepute.
- I/we will support the school's policy and help prevent/monitor my/our child/children from signing up to services such as Facebook, Instagram, Snapchat, Oovoo, Musical.ly, VideoStar and violating the site's terms and conditions (13+ years in most cases).
- I/we will close/regularly monitor online accounts if I/we/teachers find that these accounts are active for our underage child/children. As all these services are used by adults and children. This means that children can be directly contacted by an adult they don't know!

Please take care to ensure that appropriate systems are in place at home to protect and support your child/ren.

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**Parent/ carer signature**

We have discussed this document with ..... (child's name)  
and we agree to follow the Acceptable Use Agreement & E-Safety and to support the safe use of digital technology at St. Mary's Catholic Primary School.

Parent/ Carer Signature .....

Class ..... Date .....