



## Appendix 1: Acceptable Use Agreement (Parents/Carers)

At Barrow Hedges Primary School, we ensure that all pupils have good access to digital technologies to support their teaching and learning and we expect all our pupils to agree to be responsible users in order to keep everyone safe.

At school your child will be asked to read (or will have read to them) and sign an Acceptable Use Policy Agreement tailored to his/her age. Please read this carefully – it is attached in Appendix 2 or 3.

I understand that my child has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

As the parent/carer of the pupil below, I understand that my son/daughter will have access to the internet and to ICT systems at school and is expected to follow the Acceptable Use Policy Agreement.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that children will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that the school takes inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour. I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy Agreement.

I understand that only children in Year 6 are able to have a mobile phone in school. If I choose for my child to bring a mobile phone into school because I wish them to have this on their journey to and from school, it must be left with the class teacher for the duration of the school day. I understand that it is my child's responsibility to hand their phone in to their class teacher and that the school takes no responsibility for loss or theft. I understand that if the phone is used inappropriately, my child will not be able to bring the device into school again.

I will support the school by promoting safe and responsible use of the internet, online services and digital technology at home and will inform the school if I have concerns.

I understand that if I take photographs or videos at school events that have other children or staff in them, I will not share these online without their permission.

Name(s) of pupil(s): \_\_\_\_\_

Child's Class: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Parent /Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix 2: Pupil Acceptable Use Policy Agreement EYFS and Key Stage 1

This agreement will help keep me safe and help me to treat others respectfully.

### This is how I will keep safe online:

I will only use the devices and websites my teacher says I'm allowed to use.	
I will check before I use new sites, games or apps.	
I will remember that people online aren't always who they say they are and will not arrange to meet them.	
I won't change clothes in front of a camera or send photos of myself or others.	
I won't share my personal information (including my name, address, telephone number, usernames, passwords, religion, ethnicity or health information).	
I will be kind and polite to people online and will not join in with bullying.	
I will tell a trusted adult if I am worried, scared or just not sure.	

Child's Name: \_\_\_\_\_

Child's Class: \_\_\_\_\_

Date: \_\_\_\_\_



### Appendix 3: Pupil Acceptable Use Policy Agreement Key Stage 2

This agreement will help keep me safe and help me to treat others respectfully.

#### **In order to stay safe online I must remember:**

***I am an online digital learner*** – I will use the school’s internet and devices for schoolwork and learning activities. I will only use sites, games and apps that my trusted adults say I can.

***I am secure online*** – I will not share my password with others or log in using someone else’s details. I will not open any attachments in emails, or follow any links in emails, without first checking with a teacher.

***I am private online*** – I will not give out my personal information (including my name, address, telephone number, usernames, passwords, religion, ethnicity or health information). I will never change what I wear in front of a camera and won't send photos of myself or others.

***I am a rule-follower online*** – I know that some websites and social networks have age restrictions and I respect this. I will not use the internet without a teacher being present or without their permission, and will only visit sites that my trusted adults have agreed to.

***I am respectful online*** – I will not post, make or share unkind, hurtful, rude or inappropriate messages or materials and will tell my trusted adults if I see these. I will not join in with cyber-bullying or sharing of inappropriate material. I will not use inappropriate language when communicating online.

***I am responsible online*** – I will tell a trusted adult if I find material or messages that might upset, distress or harm myself or others or if someone is being bullied online. I will not access or share inappropriate materials, websites, social networking sites or chat rooms.

***I am careful online*** – I will not arrange to meet anyone offline without asking a trusted adult. I understand that unless I have met someone in real life, I can’t be sure who someone is online.

I understand that if I breach the rules, I may not be allowed to use the internet for a period of time as determined by my teacher. I will also take part in an E-Safety reflection session where I will discuss appropriate use of the internet, watch videos or take part in additional learning activities based on the breach I took part in. My teacher will help me fill in a reflection sheet during the activity saying what I have learned about how to behave online in future.

I have read and understood this agreement.

Child’s Name: \_\_\_\_\_

Child’s Class: \_\_\_\_\_

Date: \_\_\_\_\_