

Dear Parents and Carers,

Last year, I wrote to you informing you of our new Online and Digital Safety Policy and introduced you to our new Acceptable Use Agreement.

I am writing to make you aware that all children will be provided with these agreements again before they use iPads, computers and electrical devices within school. It is important at the start of the year that we establish and revisit these agreements to ensure children can stay safe using the internet, and also so that children moving into Key Stage 2 for the first time will have the opportunity to read and ask questions about the KS2 Agreement. For children moving into Year 3, the KS2 Agreement provides some more detail and is more age appropriate. I have attached copies of the agreements that we are asking children to sign the week beginning 16th September.

May I remind you the purpose of this agreement is to be transparent about our school's expectations of our children when using the internet / school devices both **within and outside** of the school. It is an integral part of helping our children understand how to be responsible and safe internet users whilst also protecting our school devices and equipment.

Within school, class teachers will read and discuss these documents, ensuring the children understand the expectations outlined in the agreement.

If you have any concerns about your child signing this agreement, please contact myself or the school before 16th September. I will be more than willing to answer any questions that you may have.

Kind regards,

Miss S Simcock

Pupil Acceptable Use Agreement

School Policy

Digital technologies have become integral to the lives of children and young people, both within and outside school. These technologies are powerful tools, which open up new opportunities for everyone. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk
- Young people will have good access to digital technologies to enhance their learning and will, in return, agree to be responsible users

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it
- I will be aware of "stranger danger", when I am communicating online
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- I will not arrange to meet people offline that I have communicated with online that I do not know
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online. This can involve telling an adult in school or at home or pressing Hector the Dolphin, our online safety tool

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not use the school systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions
- I will not take or distribute images of anyone without their permission

KS1 Acceptable Use Policy

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers / tablets
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of the computer and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or suitable adult if I see something that upsets me on the screen
- I know that if I break these expectations, I might not be allowed to use a computer / tablet

Child's Name

Signed (child):