



Pupil Acceptable Use Agreement **Safety Rules and E-Safety Rules**

1. I will be responsible for my behaviour and/or actions when using any ICT equipment.
2. If I feel unsafe or worried when using any ICT, I will ask for help and tell my teacher or an adult in school, or someone I trust at home.
3. I will only use ICT in school for school purposes with the permission of a teacher.
4. I will support the school approach to e-safety and not deliberately upload or add any images, video, sounds or text that could upset any member of our school community.
5. I will not tell other adults or children my password.
6. I will only open/delete my own files with the permission of a teacher.
7. I will make sure that all ICT contact with other children and adults is polite, sensible and safe.
8. I will not deliberately look for, save or send anything that is nasty, unpleasant or rude.
9. If I accidentally view something nasty, unpleasant or rude I will tell an adult straight away.
10. I will not give out my own details such as my home phone number, mobile phone number or home address in an e-mail or arrange to meet someone I don't know (unless it is part of a school project approved by my teacher and a responsible adult comes with me).
11. I will use my school allocated e-mail address in school and only use it to open emails. I will use it at home sensibly and with permission from an adult.
12. I will only open any email attachments from people I know or someone my school has approved.
13. I will 'log off' at the end of a session on a computer or a mobile device.
14. I know that my use of ICT can be checked and that my parent/carers will be contacted if a member of school staff is concerned about my E-safety.



Firs Lower School
E-Safety Pupil Use Agreement

Dear Parent/Carer,

ICT, including the use of the internet, email and mobile technologies, is a central part of our school and home lives. We aim to ensure that all children are safe and taught to be responsible when using ICT.

The school accesses the internet through a filtering service provided by Schools Broadband. Although this system is very effective at blocking sites providing unsuitable content, on rare occasions, some sites may slip through, at which point we will take immediate action to ensure the filtering service is notified.

We believe the benefits for pupils from accessing the internet exceed any disadvantage. Please note that children do not have access to any chat-rooms or other social networking sites at school. If the school ever has any concerns about your child's e-safety we will contact you and we would ask you to inform us if you have any concerns.

Please read (and if age appropriate) discuss the safety rules agreement attached with your child. As this 'User Agreement' plays a vital part in keeping our children safe, it is essential that you **return this slip to school**. In addition, we hope that you will support the school by promoting safe use of the internet and digital technology at home.

Thank you in advance for your support and cooperation, which is much appreciated.

Adam J G Campbell
Headteacher



E-Safety User Agreement

***Please tick appropriate box**

*I/We have read and will support the 'E-Safety User Agreement' and will discuss this with my child when age appropriate ☐

*I/We have read and will support the 'E-Safety User Agreement' and have discussed this with my child. ☐

Parent/Carer signature.....

NameClass.....