

## Primary Pupil Acceptable Use Agreement / eSafety Rules

-  I will only use ICT in school for school purposes.
-  I will only use my class e-mail address or my own school e-mail address when e-mailing in school.
-  I will only open e-mail attachments from people I know, or who my teacher has approved.
-  I will not tell other people my ICT passwords.
-  I will only open/delete my own files.
-  I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
-  I will not deliberately 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 details such as my name, phone number or home address. I will not arrange to meet someone 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 ICT because I know that these rules are to keep me safe.
-  I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
-  I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my eSafety.
-  I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
-  I will not upload any photos, video, audio or text to any Internet sites without the permission of my teacher. This includes any of the above that have a link to school, e.g. residential and events, even though they may be recorded off the school premises.
-  I will respect the privacy and ownership of others' work on-line at all times.
-  I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
-  I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted.
-  I know that I should not access a social networking site below the age given in the site's terms and conditions and, should a teacher or member of staff find out that I have, my parents / carers will be informed.

Dear Parent/ Carer

ICT including the Internet, e-mail 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 ICT.

Please read and discuss these eSafety 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.



**Parent/ carer signature**

We have discussed this and .....(child name) agrees to follow the eSafety rules and to support the safe use of ICT at Werrington Primary School.

Parent/ Carer Signature .....

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

## Acceptable Use Agreement: Staff, Governors and Visitors

ICT (including data) and the related technologies such as e-mail, the Internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staffs are aware of their professional responsibilities when using any form of ICT. All staffs are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Mr Wilding, Werrington Primary schools eSafety coordinator and Senior Information Risk Owner.

- 🌐 I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- 🌐 I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- 🌐 I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- 🌐 I will not give out my own personal details, such as mobile phone number, Facebook/Twitter identity and personal e-mail address, to pupils or parents.
- 🌐 I will only use the approved, secure e-mail system(s) for any school business.
- 🌐 I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body. Personal or sensitive data taken off site must be encrypted.
- 🌐 I will not install any hardware or software without permission of the Headteacher or ICT Technician.
- 🌐 I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- 🌐 Images of pupils and/ or staff will only be taken, stored and used for professional purposes inline with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Head teacher.
- 🌐 I understand that all my use of the Internet and other related technologies at school can be monitored and logged and can be made available, on request, to my Line Manager or Head teacher.
- 🌐 I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- 🌐 I will respect copyright and intellectual property rights.
- 🌐 I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- 🌐 I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.
- 🌐 I will ensure that my privacy settings for social networking sites are set to maximum privacy and I will not accept friendship requests from pupils. I will exercise judgment when accepting requests from parents or past pupils, contacting my Line Manager should I feel it necessary.
- 🌐 I understand this forms part of the terms and conditions set out in my contract of employment.

### User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school

Signature ..... Date .....

Full Name .....(printed)

Job title .....