

## **Pupil Online and ICT Acceptable Use Agreement**

*This agreement must be signed by pupil and parent/carer before a pupil can access the school's Internet and ICT facilities.*

### **I am an online digital learner**

- I will only use the school devices (laptops, iPads, desktop) and Internet for school work.
- I will only ever log onto the school devices when given permission by a Kew Riverside adult.

### **I am a secure online learner**

- I will only ever log onto school devices (laptops, iPads etc) or online resources using my own username and password. I will never tell anyone my password and I understand why I need to keep it a secret. My teacher, or my parent/carer is allowed to know it, in case I forget it.
- Outside of school I will also keep my passwords and usernames safe.

### **I am careful and safe online**

- I think before I click on links and only download when I know it is safe or has been agreed by a trusted adult. I understand that some people might not be who they say they are, so I should be very careful when someone wants to be my friend.
- To keep myself safe, I will never tell anyone on the Internet my home address, telephone number, name, email address, username and passwords unless I have been told I can by a trusted adult.
- I will only play games against people I know. If in any doubt, I will tell a trusted adult.
- I know that anything I put onto the Internet could be on there forever so I will think carefully before I write or add photos onto the Internet.
- I will only email people that a trusted adult has told me that I am allowed to email. I will only send an email once a trusted adult has read it and given me permission to send it.
- I will never meet up with a stranger that I have spoken to online. This is because I don't know them and I need to keep myself safe. If I ever do meet up with a stranger I will also have my parent/carer's permission and they will come with me.
- If I see something that scares or upsets me on the computer I will always shut the laptop lid, put my hand up so my teacher knows I need them and then tell my teacher why I am feeling like this. They then might tell the Headteacher or my parents/carers.
- I keep others safe by talking to a trusted adult if a friend or person I know is being bullied or is worried or upset by things they read, watch or hear.

### **I am a digital and online rule-follower**

- I will only use websites, games, apps and social networks that are appropriate for my age and a trusted adult has said I can use. If I am not sure I will always check.

- I will only watch movies that are appropriate for my age and a trusted adult has said I can watch. If I am not sure I will always check.
- I will ask my parent's permission when downloading apps on home devices. I am not allowed to download any documents or apps onto school devices.
- I know that in school I am not allowed to bring in a mobile phone unless I am in Year 5 or 6. I know that if I do bring my mobile phone to school it needs to be in the Headteacher's office for the whole school day and is collected and given back to me at the end of the day.

### **I am respectful digital and online user**

- I will treat the computing equipment with respect. This means that I will always shut my laptop down when I have finished using it and will put it carefully away in the laptop trolley.
- I will only ever take photographs of people when they have said I can. If they don't want a photograph taken, then I will respect them and not take one.
- I will only put photos and information on the Internet of my friends who have said that I can, and I will always check that I am allowed to by asking a trusted adult.
- I will only ever copy and use respectful images that I have found on the Internet when I have been given permission and will use safer search tools approved by my trusted adults to find photos I am allowed to use. If I am not sure if I can use an image, I will always check with a trusted adult.
- I will not post, make or share unkind, hurtful or rude messages/comments online and will tell a trusted adult if I see these.
- I will not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I will tell a trusted adult.

**Child's Name:** \_\_\_\_\_ **Year Group:** \_\_\_\_\_

**I have read and understood this agreement. I know who my trusted adults are and I agree to the above.**

**Child Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/carer name:** \_\_\_\_\_

**I have read and understood this agreement with my child.**

**I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent them from accessing inappropriate materials. This includes the use of an educationally filtered service, restricted access email, employing appropriate teaching practice and teaching e-safety skills to pupils. I understand that the school can check my child's computer files and the Internet sites that they visit and that if they have concerns about their e-safety or e-behaviour they will contact me.**

**I agree to support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.**

**I agree to the school creating educational accounts for my child for remote platforms such as LGFL (London Grid for Learning), Times Table Rockstars and Google Classroom**

**Parent sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_