



Wheatcroft Primary School

Pupil Acceptable Use Agreement / eSafety Rules

- I will only use school IT equipment for activities agreed by school staff.
- I will not use my personal email address or other personal accounts in school when doing school work.
- I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher and agreed by my parent/carer.
- I will only open email attachments if it has been approved by a member of school staff in school or a parent/carer out of school.
- I understand my behavior in the virtual classroom should mirror that in the physical classroom.
- In school I will only open or delete my files when told by a member of staff.
- I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online.
- I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times.
- If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately.
- If someone says, asks or posts about me anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not reply. I will tell my teacher or my parent/carer immediately.
- I will not give out my own or other people's personal information, including: name, phone number, home address, interests, schools or clubs. I will tell my teacher or parent/carer if anyone asks me online for personal information.
- Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without their parent's/carer's permission.
- Even if I have permission, I will not upload any images, videos, sounds or words that **could** upset, now or in the future, any member of the school community, as this is cyberbullying.
- I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately.
- I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation.
- I understand that some personal devices are allowed in school and some are not, and I will follow the rules. I will not assume that new devices can be brought into school without getting permission.
- I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may need to take action.



Wheatcroft Primary School
Pupil Acceptable Use Agreement / Online Safety Rules

Dear Parent/ Carer

Computing including the internet, email and mobile technologies, etc 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 Online Safety 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 Mrs Miller or Miss Brown, Wheatcroft school Online Safety Coordinators.

Please return the signed sections of this from which will be kept on record at the school.

✂

Pupil Agreement

Pupil name.....

This agreement is to keep me safe. I have discussed this agreement with my parents/carers and understand the commitment I have made and my responsibilities.

Pupil Signature.....

Parent(s)/Carer(s) Agreement

Parent(s)/Carer(s) Name

I/we have discussed this agreement, which highlights the associated risks when accessing the internet, mobile and digital technologies, with our child. I/we agree to support them in following the terms of this agreement.

I/we also agree not to share school related information or images online or to post material that may bring the school or any individual within it into disrepute.

(Rather than posting negative material online, any parent, distressed or concerned about an aspect of school should make immediate contact with a member of staff. Negative postings about the school would impact on the reputation of the whole school community. Parents are encouraged to report breaches so that we can protect the reputation of the school, staff, pupils and parents.)

I/we also agree only to use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. I/we understand that under no circumstance should images be taken at any time on school premises of anyone other than our own child/ren, unless there is a pre-specified agreement. I/we understand that when on school premises but not in a designated area where phones can be used, they must be switched off and out of sight.

Parent(s)/carer(s) signature(s)Date



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Online Home Learning Agreement Addendum

- I will only use technology for home learning purposes as directed by my teacher
- I will only use technology when there is an adult in the house and they know I am using it
- I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online.
- I will be responsible for my behaviour and actions when using technology, including the resources I access and the language I use
- I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately.
- If someone says, asks or posts about me anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not reply. I will tell my teacher or my parent/carer immediately.
- I will not record or take photos or screenshots of my class mates, teachers or any other staff during live sessions
- I understand that when using applications provided by the school that my use can be monitored and logged and be made available to my teachers
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may need to take action.
- I understand that my home learning platform is an extension of the classroom and that I should conduct myself as I would in a classroom environment. This includes:
 - ❖ Taking part in a meeting in an environment that is safe, quiet and free from distractions
 - ❖ Being on time for any live sessions
 - ❖ Being addressed appropriately for learning
 - ❖ Remaining attentive during sessions
 - ❖ Interacting patiently and respectfully with my teachers and peers
 - ❖ Not recording any on line interactions
 - ❖ Finishing the session when my teacher instructs me to do so