



Dear Parent/ Carer

ICT 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 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 Laurance Haines School.

Parent/ Carer Signature

Class Date





Primary Pupil Acceptable Use Agreement / eSafety Rules

- ✓ I will only use ICT in school for school purposes.
- ✓ I will only open email 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 only use the Internet when I have permission or am supervised by a teacher.
- ✓ I will respect the privacy of others.
- ✓ I will not download software from the Internet.
- ✓ I will not bring in USB flash drives, CDs or any other media from outside school unless I have been given permission.
- ✓ I will not give out my own details such as my name, phone number or home address. I will not arrange to meet anybody under any circumstance.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ✓ 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 understand that the sign up age for Facebook is 13 years of age. If school becomes aware that I have a Facebook account for use at school or at home they will report me to the relevant administrator.

S M A R T

Rules

S

Keep **safe** by being careful not to give out personal information—such as your name, email, phone number, home address, or school name to anyone on line.

M

Meeting someone you have only been in touch with on-line can be dangerous. Only do so with your parents' permission and even then, only when they can be present.

A

Accepting e-mails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems, they may contain viruses or nasty messages.

R

Someone on-line may be lying about who they are, and information you find on the Internet may not be **reliable**.

T

Tell you parent, or a trusted adult if someone or something makes you feel uncomfortable or worried. You can report online abuse to the police at: www.thinkuknow.co.uk

I agree to follow the school eSafety rules in school and will remember how to keep myself safe when using ICT outside of school.

Signed:

Class:

Date:

