






## Online Safety Acceptable Use Agreement for children in Years 3 to 6


The internet, email, mobile technologies and online resources have become an important part of everyday learning and life. We want all pupils to be safe and responsible when using any IT. It is essential that pupils are aware of online risk, know how to stay safe and know where to go to report problems or to get help.

Please read through the **Online Safety Acceptable Use Agreement (Pupils)** at the end of this letter with your child and talk with them to ensure they understand the importance and what it means for them (and for you). **When you have done this and agree to follow the rules, please tick the relevant box in the SIMS Parent Lite App.** Any concerns or explanation can be discussed with Mrs Michelle Bell, Data Protection Officer.

### Parent(s) / Carer(s) agreement/rules

-  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 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, eg school playground, I/we need to be mindful about the use of mobile phones and devices.

### Pupil agreement/rules

-  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.

Headteacher: Mrs T Skeggs

Deputy Headteacher: Mrs J Massey

Peartree Spring Primary School, Hydean Way, Stevenage, Herts, SG2 9GG

Telephone: 01438 233900 Fax: 01438 233901

Email: [admin@peartreespring.herts.sch.uk](mailto:admin@peartreespring.herts.sch.uk)

Website: [www.peartreespringjm.herts.sch.uk](http://www.peartreespringjm.herts.sch.uk)



Delivering Special  
Provision Locally



We're working  
towards Artsmark  
Awarded by Arts  
Council England



## Online Safety Acceptable Use Agreement Primary Pupils

### My online safety 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.

I will only open email attachments that have been approved by a member of school staff in school or a parent/carer out of school.

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 that 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 parent/carer or teacher 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 parent/carer or teacher immediately.

I will not give out my own or others' personal information, including: name, phone number, home address, interests, schools or clubs or any personal image. I will let my parent/carer or teacher know if anyone asks me online for personal information.

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 my parent/carer or teacher immediately.

Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my parent/carer or teacher if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also without their parents'/carers' 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 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 (children in Years 4, 5 & 6 may bring in their mobile phone – a form must be completed prior to this and these are kept securely in the school office). 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.