St. Francis of Assisi Catholic Primary School - Acceptable Use Policy/Code of Conduct and E-safety Rules – KS2 Pupil Agreement.

These E-safety Rules help to protect students and the school by describing acceptable computer use.

1. I will make sure that all my IT communications are responsible and sensible. I will be responsible for my behaviour when using the Internet. This includes resources I access, and the language I use.
2. I will only use IT systems in school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.
3. I will only log on to the school network or other resources with my own user name and password. I will not
4. I will not reveal my passwords to anyone, or let anyone else use my account.
5. In school I will only use my school email address as the only email account used for any communications on school issues.
6. I will exercise caution when deciding whether or not to open any attachments in emails, or to follow any links in emails. If in doubt I will check with a member of staff before opening any attachments or links.
7. I will report problems that I have to the school via my teacher or an IT Technician.
8. I will let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.
9. I will treat school IT equipment with respect. I understand my parents may be asked to pay for equipment that I damage.
10. I will not download or install software on school technologies. I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I come across any such material I will report it immediately to my teacher.
11. I will not give out any personal information such as name, phone number or address.
12. I will adhere to any online safety training or guidance I have received. I will not arrange to meet someone offline unless this is part of a school project approved by my teacher, or without adult supervision.
13. Images of students and / or staff will only be taken, stored and used for school purposes in line with school policy and with appropriate parental and/or student consent. They will not be distributed outside the school network without this consent and with the permission of the class teacher.
14. I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress, nor bring the school into disrepute.
15. 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.
16. I will respect the privacy and ownership of others' work on-line at all times.
17. I will not attempt to bypass any security on school systems, or make use of material that is not intended for student use.
18. I understand that all my use of the computers, the internet and other related technologies can be monitored and made available to my teachers or parents.
19. If I connect a mobile device (e.g. laptop or USB device) to the school network or a school device, I agree to the school systems accessing that device and that they may take necessary action.
20. If I bring a personal mobile phone or other personal electronic device into school, I will use it responsibly, and will not access any inappropriate websites or other inappropriate material, or use inappropriate language when communicating online.
21. If I bring a personal mobile phone or other personal electronic device into school, I will not use it during the school day, unless my teacher instructs me to use it for educational purposes. This restriction applies to all pupils, except Sixth Formers who are allowed to use their mobile phones responsibly.
22. I understand that along with all personal property I may bring on site, that the school cannot be held responsible for the loss, theft or damage to any personal mobile phone or other personal electronic device I may bring into school.

Pupil name: ……

Pupil signature:…… **Date:**……