



EFYS & KS1 Acceptable Use Agreement (For Pupils and Parents/Carers)

Name of Child: _____

Using Technology Safely

I will follow these rules to help me stay safe and make good choices when using computers, tablets and the internet at school.

The school uses systems to help keep everyone safe when using the internet and school devices.

Keeping Myself Safe

I will:

- Only use computers, tablets, websites, apps and games that my teacher says are safe.
- Keep my username and password private and ask for help if I need it.
- Tell my teacher or another trusted adult straight away if I see something online that worries, upsets or confuses me.
- Tell a trusted adult if I get a message from someone I do not know.
- Remember that people online are not always who they say they are and things I see or read are not always true.
- Keep my personal information safe and never share my name, address, telephone number or photographs without permission from a trusted adult.

Using Technology Sensibly

I will:

- Use school computers and tablets for learning.
- Use Google Classroom carefully and only to access and share learning with my teacher.
- Save my work in my Google Drive when my teacher asks me to.
- Check with my teacher before opening links, clicking on anything unexpected or printing work.
- Look after school computers, tablets and other devices.
- Tell my teacher if something is broken or not working properly.
- Log off or shut down a device when I have finished using it.

Being Kind and Respectful

I will:

- Be kind when using technology, just as I am in real life.
- Use kind words and actions online.
- Respect other people's work, pictures and ideas.
- Ask permission before using someone else's work or pictures.
- Ask a trusted adult for help if I am unsure what to do or think I may have made a mistake online.

What Happens If I Forget These Rules?

If I forget these rules, adults in school will help me learn how to make safer and better choices. There may be consequences, and school staff may speak with my parents or carers if needed.

Child Agreement

I have talked about these rules with an adult and will try my best to follow them.

Signed (Child): _____ **Date:** _____

Parent/Carer Agreement

I have read and discussed this Acceptable Use Agreement with my child.

I understand that the school uses filtering and monitoring systems to help keep children safe online, and I will support the school in helping my child use technology safely, responsibly and respectfully.

I agree that my child may use the school's ICT systems, devices and internet under the supervision of school staff.

Signed (Parent/Carer): _____

Date: _____