

Appendix D: Think then Click e-Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about, and report this to the adult in charge.
- We only e-mail people an adult has approved. We won't open emails or attachments if we don't know where they have come from.
- We are always be polite and responsible when we communicate with others. We will not use strong aggressive or inappropriate language and we appreciate that others may have different opinions.
- We make sure we read through agreements on web sites and ***make sure our profile is private***
- We never give out our personal information or share passwords.
- We never arrange to meet anyone we don't know.
- We will not take, share upload photographs / videos without permission.
- We will not download illegal or inappropriate materials and will observe copyright rules (including music and videos)
- We will respect others work and property and will not access, copy, remove or alter other users files without their knowledge and consent
- We will not use school equipment for online gaming, gambling or internet shopping.
- We cannot use Internet chat in school. If we use MSN/IM/Facebook/Bebo or similar out of school, **we only accept 'friends' we know**. We will only use social media sites with permission.
- If we use it at home, we must only talk to people we know and if an adult has checked the site.
- We will save our chat conversations in case we need to show an adult something we are not comfortable with.
- We know where to go to report something that upsets us.
- We will only use personal electronic devices if we have permission to do so.
- We will never try download programmes to install on any device without permission, nor will we try and change the device settings.
- We understand that the school IT systems are primarily needed for educational use and will not use them for personal or recreational use unless we have permission to do so.
- When using the internet for research or recreation, we will take care to ensure that the information we access is accurate.
- When we are using my own devices, we will follow the same rules as if we were using school devices

Remember: once it's on the Internet it's there for LIFE, so

Think B4 U Send!

Keep your digital footprint SMALL



Appendix E: AUP acceptance sheet

St Mary of the Angels Primary School

The school rules will ensure that pupils stay safe while using the internet and other communications technologies for educational, personal and recreational use.

It is also intended to ensure that schools systems and users are protected from accidental or deliberate misuse which could put the security of the systems at risk.

Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Name of Pupil:	Class/Teacher:
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Pupil's Agreement

- I have read and I understand the school e-Safety Rules and will abide by them.
- I will use the computer, network, Internet access and other technologies in a responsible way at all times.
- I know that network and Internet access may be monitored at school.
- I understand that I am responsible for my actions both in and out of school. I am aware that the school may take action against me if I am involved in incidents of inappropriate behaviour when they involve my membership of the school community (cyber bullying, use of images etc)
- I will keep my password safe and secure at all times

Signed:	Date:
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Parent's Consent for Web Publication of Work and Photographs

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names. I agree not to copy, distribute, share or publish pupils electronic work and photographs/videos.

Parent's Consent for Internet Access

I have read and understood the schools e-safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:	Date:
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Please print name:

Please complete, sign and return to the school office