

Hillshott Infant School & Nursery

Online Safety Acceptable Use Agreement – for discussion with Pupils

- 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
- 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 and agreed by my family
- I will only open email attachments if it has been approved by a member of school staff in school or a family member 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 family 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 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 teacher or my family 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 teacher or my family immediately
- I will not give out my own or other people's personal information, including: name, phone number, home address, interests, schools or clubs. I will tell my teacher or family if anyone asks me online for personal information
- Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always ask my teacher or family if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without their family's 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 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 a teacher or a parent/carer immediately
- I understand that everything I do or receive online can be traced now and in the future
- I understand that some personal devices are allowed in school and some are not, and I will follow the rules. I will not bring any devices 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 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.

Online safety policy guide - Summary of key family responsibilities

The school provides online safety information for families, through the website, in newsletters and at events. It is important that families understand their key role in supporting children to behave appropriately and keep themselves safe online.

The online safety policy, supported by its acceptable use agreements, is intended to protect the interests and safety of the whole school community.

- Families are required to support their child in understanding and signing the Online Safety Acceptable Use Agreement for pupils
- Families may only use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. Under no circumstance should images be taken at any time on school premises that include anyone other than their own child, unless there is a pre-specified agreement with individuals and families
- Families should not assume that pupils can bring technological devices to school and should always check the school policy
- All cyberbullying incidents affecting children in the school should be reported immediately. (If the incident involves an indecent image of a child the report must also be made immediately to the police for your own protection.) The school will investigate and respond to all reported cyberbullying incidents, liaising with others where appropriate. No reply should ever be sent to the sender/poster of cyberbullying content. If applicable block the sender and report abuse to the site. Evidence should be retained and shown in school and/or to the police. Evidence should not be forwarded
- The school may choose to set up social media sites, blogs or have some other online presence in its own name. Families however, do not have the right to set up any site, page, chat group or any other online presence that uses the school name or logo in any form
- Any families distressed or concerned about an aspect of school should make immediate contact with a member of staff rather than posting their concerns online. Families should not share school related information or images online or post material that may bring the school or any individual within it into disrepute. Negative postings about the school would impact on the reputation of the whole school community. Families are encouraged to report breaches so that we can protect the reputation of the school, staff, pupils and families.