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**Online Safety and Acceptable Use Agreement for Pupils 2021**

**Mission Statement**

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**At SS John & Monica’s, we learn through**

**the example of Jesus to**

**Love, Respect, Understand and Value each other.**

**Introduction**

Digital technologies have become integral to the lives of children and young people, both within and outside of school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

### This agreement is intended to ensure that:

* Young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
* School systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk.
* The provision of digital technologies to enhance learning is made possible through correct use.

**Online Safety and Acceptable Use Agreement**

**Foundation Stage and Key Stage 1**

To stay safe when we are using technology we **must** rememberthe following:

If I’d like to use any devices- computers, tablets, laptops etc.- I will always ask a teacher or another trusted adult.

When I’m using a device and I’m on the internet, I will only visit the website or webpage that my teacher ha told me to visit.

When I’m using a device, I will only open the app or any other piece of software that my teacher has asked me to open.

I will make sure that I am careful and I will look after all the devices in my classroom and around the school.

If I feel upset or worried about anything I see on-screen, then I **must** tell a teacher or trusted adult immediately.

If I am unsure about anything that I am doing on a device, then I will ask a teacher or trusted adult for help.

If I have got something wrong or something surprising happened on my screen, then I will ask a teacher or trusted adult for help.

I will keep all my own passwords safeand I will never use somebody else’s password.

I will not share any personal information online including things like my real name, address, date of birth or school.

I must **never** communicate with strangers online.

I understand that if I do not follow these rules, that I may not be allowed to use school devices in the future.



**Online Safety and Acceptable Use Agreement**

**Key Stage 2**

To stay safe when we are using technology we **must** rememberthe following:

I understand that for the safety of myself and others that the school will monitor my use of technology in the school on computers and other devices.

I understand that the school will contact my parents/carers if an adult at school is concerned about me or my use of technology.

I will keep my username and password safe and secure e.g. this means not writing them down or sharing them with others.

I will not use anyone else’s username and password.

When I’m using a device, I will only open the app or any other piece of softwarethat my teacher has asked me to open.

I will not open any links or attachments sent to my email account without checking with a trusted adult or teacher first.

I will only use school devices when a teacher or trusted adult has given me permission to do so.

I will make sure that I am careful and I will look after all the devices in my classroom and around the school.

I will notify a teacher or trusted adult if I notice that something on a device isn’t working properlyor is damaged in some way.

If I am unsure about anything that I am doing on a device, then I will ask a teacher or trusted adult for help.

If I have got something wrong or something surprising has happened on my screen, then I will ask a teacher or trusted adult for help.

If I feel upset or worried about anything that I see on screen, then I MUST tell a teacher or trusted adult.

If I see anything that I know is inappropriate on screen, then I MUST tell a teacher or trusted adult immediately.

When I communicate with other on email or any other messenger service, I will always be careful, kind, respectful, responsible and polite.

I will not post or share personal information about myself or others online e.g. names, phone numbers, addresses, school name, date of birth, phone numbers etc.

I will not send or share anything online or in a message that I know could make others feel upset.

I will be thoughtful about others’ feelings when I communicate online.

I will not look up or save anything that I know could make othersfeel upset.

I must **never** communicate with strangers online.

I must **never meet** with strangers that have contacted me online- remember “Stranger Danger!”.

If someone tries to contact me via any kind of message-e.g. email, game chat room, message service etc.- I will tell a trusted adult immediately.

I understand that if I do not follow thes rules, or in any way behave unkindly or inappropriately with technology in school, I may not be allowed to use school devices in the future and my parents/carers will be informed.

