Dear Parent/Carers,

Information Technology (IT) has become an important part of learning and life at Tannery Drift School, we want all pupils to be safe and responsible when using any form of IT. It is essential that pupils are aware of online risk, know how to stay safe and know where to go to report problems or to get help.

We follow a whole school approach to ensure that eSafety is embedded in everything we do, in an age appropriate way. With the introduction of Google Classroom we would like to ask you to please read through our online safety rules with your child. Please talk with your child to ensure they understand the importance of the rules and what this means for them (and for you). When you have done this, you need to return this form to say that you agree to follow the rules.

The completed form will be kept on record at the school.

Thank you for your time and consideration,

Kind regards,

Anna Greetham

ICT Acceptable Use Agreement: Pupils

✓ I will only use school ICT for school purposes agreed by school staff.

✓ I will only use my class email address or my own school email address when emailing.

✓ I will not sign up for any online service on school devices or school platforms unless this has been approved by my teacher.

✓ I will only open email attachments when it has been approved by a member of school staff in school or a parent/carer out of school.

✓ I will only open, edit or delete my own school files.

✓ I will not tell anyone other than my parents/carers 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 that I make is responsible, polite and sensible. I will be kind and respectful at all times.

✓ I will not deliberately look for, save or send anything upsetting, unpleasant or nasty. If I accidently find anything like this, or that makes me feel unsafe, I will tell my teacher or my parent/carer 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 parent/carer immediately.

✓ I will not give out my own or others' personal information, including: name, phone number, home address, interests, schools or clubs or any personal image. I will tell my teacher or parent/carer if anyone asks me online for personal information.

✓ 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.

✓ Uploading or sending my image online puts me at risk. I will always seek permission from my teacher or parent/carer 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 parents'/carers' permission.

✓ Even with their 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.

✓ I understand that everything I do or receive online can be traced now and in the future.

✓ I understand that school staff have the right to access anything I create and use on school ICT equipment or platforms, including monitoring websites I visit. I know that my use of ICT can be checked and that my parent/ carer will be contacted if a member of school staff is concerned about my eSafety.

✓ I understand that these rules are designed to keep me safe now.

ICT Acceptable Use Agreement: Parents/Carers

✓ I will support the school's approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community on any internet media, such as Facebook, Twitter etc.

✓ I understand that it is my responsibility to monitor what my child accesses online at home.

✓ I agree only to use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. I understand that under no circumstance should images be taken at any time on school premises that include anyone other than my own child, unless there is a pre-specified agreement with individuals and parents/carers. When I am on the school premises and not in a designated area, my phone/s must be silenced and out of sight.

✓ I understand that the school will investigate and respond to all reported cyberbullying incidents and eSafety breaches. No reply should ever be sent to the sender/poster of cyberbullying content. Evidence should be retained and shown in school. Evidence should not be forwarded.

✓ I acknowledge that the school reserves the right to access content that my child saves on any school platform, including for monitoring purposes.

✓ I acknowledge that I 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.

✓ If understand that if I feel distressed or concerned about an aspect of school I should make immediate contact with an appropriate member of staff rather than posting my concern online. I must not post or share school related information, images or material online that may bring the school or any individual within it into disrepute (parents/carers are encouraged to report breaches so that we can protect the reputation of the school, staff, pupils and parents/carers).

✓ I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials and that the school cannot be held responsible for the nature or content of materials accessed through the internet.

✓ I have supported my child to understand and sign the Online Safety Acceptable Use Agreement for pupils and will ensure my child will abide by the school rules with regard to internet safety.

Parent(s)/Carer(s) agreement	Pupil agreement
Parent(s)/Carer(s) name(s)	Pupil name
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Parent/carer signature(s)	Pupil signature
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