



## Crabtree Academy Trust

### Appendix 2: Crabtree Junior School Pupil Acceptable Use Agreement / eSafety Rules

Dear Parent/ Carer,

ICT including the internet, email and mobile technologies, *etc.* has become an important part of learning in our school. The Trust's eSafety Policy is available on the schools' websites or can be requested from either School Office.

We expect all children to be safe and responsible when using any ICT and would hope that you will apply consistent rules for Internet Access at home. In particular, we would advise that the use of social network spaces outside school is inappropriate for primary aged pupils. However, we are aware that, in some circumstances, such sites are being used by some of our pupils and so would recommend that parents monitor this use and have access to their child's log-in and password. We would strongly advise that parents also check privacy settings to ensure that only those people who are known to their child are able to view their pages.

Please read and discuss these eSafety rules with your child and return the slip overleaf. Pupils will not be granted access to use the Internet without this signed agreement from you. If you have any concerns or would like some explanation please contact the school.

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- I will only use ICT in school for school purposes.
  - I will use only my own login and I will not tell other people my ICT passwords.
  - I will only open/delete my own files and only when my teacher tells me to do so.
  - I will only use my class email address when emailing.
  - I will only e-mail people I know, or my teacher has approved and I will only open email attachments from people my teacher has approved.
  - I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
  - I will ask permission from a member of staff before using the Internet;
  - I will not deliberately look for, save or send anything that could be unpleasant or nasty. To help protect other pupils and myself, if I accidentally find anything like this or if I receive email messages I do not like I will tell my teacher immediately.
  - I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone, unless this is part of a school project and my parent, carer or teacher has given permission.
  - I will not bring a memory stick or other portable storage or software media into school unless I have permission.
  - I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe. I understand that if I deliberately break the rules, I may not be allowed to use the Internet or computers.
  - I will support the school 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 or bring the school into disrepute.
  - I will not use personal digital equipment during school hours, including mobile phones and cameras, to record images of pupils, staff and others without advance permission from the Headteacher..
  - I know that my use of ICT can be checked and that my parent/carers will be contacted if a member of school staff is concerned about my eSafety.

Child's name:..... Class:.....

I have discussed this with my child and he/she agrees to follow the eSafety rules and to support the safe use of ICT at The Crabtree Academy Trust.

In addition, as parents, we will support the Trust's approach to on-line safety and not deliberately upload to the Internet or add any text, image, sound or videos that could upset or offend any member of the Trust community or bring the Trust's name into disrepute

Parent/Carer Signature: ..... Date:.....

Name in block capitals:.....