

**St Francis' Catholic Primary School Internet Access**  
**Permission and**  
**Acceptable Use Policy for Children**

*'As children of God, we care for each other and we always try to do our best'*

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

**Pupil:**

**Class:**

**Pupil's Agreement**

- I have read and I understand the school e-Safety Rules.
- I will use the computer, network, mobile phones (if applicable outside of school hours), Internet access and other technologies in a responsible way at all times.
- I know that network and Internet access is monitored.
- I will always show consideration and courtesy towards others, in line with our positive school behaviour policy.

**Signed:**

**Date:**

**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's full names.

**Parent's Consent for Internet Access**

I have read and understood the school 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 there is always an element of risk. I understand that school has a high level filtering system provided by Lancashire County Council and monitored by the Headteacher and Online Safety Governor.

I agree that the school is not liable for any damages arising from use of the Internet facilities. Children are always supervised by a member of staff when using school computers and ICT.

**Signed:**

**Date:**

**Please print name:**

Please complete, sign and return to the school

## **Student / Pupil Acceptable Use Policy Agreement – for younger pupils (Foundation / KS1)**

### **This is how we stay safe when we use computers:**

- I will ask a teacher or suitable adult if I want to use the computers / tablets
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of the computer and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or suitable adult if I see something that upsets me on the screen
- I know that if I break the rules I might not be allowed to use a computer / tablet

### **Think then Click**

#### **Online Safety Rules for Key Stage 2**

- ❖ We ask permission before using the internet.
- ❖ We only use websites, or undertake searches that our teacher has chosen or guided us to.
- ❖ We tell an adult if we see anything we are uncomfortable with.
- ❖ We immediately close any webpage we are uncomfortable with.
- ❖ We only email people an adult has approved.
- ❖ We send e-mails that are polite and friendly.
- ❖ We never give out personal information or passwords.
- ❖ We never arrange to meet anyone we don't know.
- ❖ We do not open e-mails sent by anyone we don't know.
- ❖ We do not use Internet chat rooms.

### **Acceptable Use Policy Agreement**

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

#### **For my own personal safety:**

- I understand that school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line and I will not arrange to meet people in person.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc )
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

#### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the *school* systems and devices are intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the *school* devices for on-line gaming, internet shopping, file sharing, or video broadcasting (eg YouTube).

#### **I will act as I expect others to act towards me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- I understand that all ICT and technological uses in school are overseen and directed by a member of staff at all times.