



## **E-Safety**

Digital technologies have become integral to the lives of children and young people, both within school and outside 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.

### **Acceptable Use Agreement**

**Parents - please read this document through carefully with your child. Pupils must sign the copy in their planner.**

I understand that I must use school systems and devices 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 (people).

For my own personal safety at school:

- I understand that Springfield School will monitor my use of the systems, devices and communications in school.
- 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/or password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I understand that Springfield School will monitor my use of the systems, devices and communications in school (this includes the use of specific monitoring software).

I appreciate that everyone has equal rights to use technology as a learning resource:

- I understand that Springfield School devices are intended for educational use only and that I will not use them for personal or recreational use.
- I will not try to make large downloads or uploads that might take up internet capacity and/or prevent other users from being able to carry out their work.

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.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of Springfield School:

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school/trust also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be online-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Agreement, I will be subject to disciplinary action in accordance with the school behaviour policy. This may include loss of access to the school network/internet, contact with parents, detentions, exclusions, and in the event of illegal activities, involvement of the police.
- I understand that if I intentionally or carelessly damage school equipment/property, including devices and hardware, that I will be charged to repair or replace the equipment.

I am aware that E safety guidance (to include personal use outside school) is available via the school's website in the 'Safeguarding and E Safety' link.

Pupil's name (print clearly): \_\_\_\_\_

Signed (pupil): \_\_\_\_\_ Date: \_\_\_\_\_