



Westbury-on-Severn CE Primary School

Pupil Acceptable Use Agreement / e-Safety Rules



- ✓ I will only use ICT in school for school purposes.
- ✓ I will only use the school email address when emailing.
- ✓ I will only open email attachments from people I know, or who my teacher has approved.
- ✓ I will not tell other people my ICT passwords.
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible. This includes when I am engaged in remote learning using video conferencing technology.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, 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.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ✓ I will not communicate with any school staff via Facebook or any other social networking site.
- ✓ I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my eSafety.



and stay safe

Staying safe means keeping your personal details private, such as full name, phone number, home address, photos or school. Never reply to ASL (age, sex, location)

Meeting up with someone you have met online can be dangerous. Only meet up if you have first told your parent or carer and they can be with you.

Information online can be untrue, biased or just inaccurate. Someone online may not be telling the truth about who they are - they may not be a 'friend'

Let a parent, carer, teacher or trusted adult know if you ever feel worried, uncomfortable or frightened about something online or someone you have met or who has contacted you online.

Emails, downloads, IM messages, photos and anything from someone you do not know or trust may contain a virus or unpleasant message. So do not open or reply.



Expectations for Remote Learning



If a teacher invites you to a 'Zoom' meeting, I will need to:

- ✓ Arrive promptly for my lesson.
- ✓ Follow the instructions set by the member of staff.
- ✓ Make sure my webcam is switched ON.
- ✓ Put my first name or initials only in my ID box so my teacher knows it is me.
- ✓ Make sure I follow my teacher's instructions on being muted.
- ✓ be in a 'public' room of my house i.e. Living room/ kitchen wherever possible.
- ✓ Make sure I am appropriately dressed – for example, I will not come to lessons wearing pyjamas.
- ✓ Make sure I do not take photos, screenshots or make recordings of the session.
- ✓ Be myself and respect others. I will remember to behave online like I would in the classroom.
- ✓ Make sure I ask my teachers for help if I don't understand what I am being asked to do, or if I am worried about something with my learning. I will remember that my parents are there to keep me safe at home, they are not my teacher. My parents have their own tasks to do as well!

Presentation of learning:

- ✓ When I am learning at home, the presentation of my work will be of the same standard as expected in the classroom by my teacher.
- ✓ I will complete my learning in my remote learning books when this is expected.
- ✓ I will use a pencil when completing my writing, or a blue/black pen if this is what I use in school.
- ✓ I will follow the expectations set out in my remote learning books, if I have them.
- ✓ I will keep all my learning safe at home so I can bring it back to school when we return.

Signed: (Child)..... (Parent)

Printed Full Name: (Child)(Parent)