



Pupil Acceptable Use Agreement

This is how we stay safe when we use computers, laptops, tablets, the internet and other technology in school:

- I will ask a teacher or suitable adult before I use school technology.
- I will only use activities, websites, apps and tools that a teacher or suitable adult has allowed me to use.
- I will take care of computers, laptops, tablets and other equipment.
- I will keep my password private and will not use someone else's login.
- I will not share my full name, address, password, photos, videos or personal information online.
- I will be kind and respectful when I use technology and will not send or post anything unkind, upsetting or unsafe.
- I will only use AI tools, such as chatbots or image generators, if a teacher says I can and is helping me.
- I will not use my own phone, smart watch or other smart device in school unless an adult has said I can.
- 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 trusted adult if I see something that upsets me on the screen, or if someone online asks me to keep a secret, meet up, share a photo, or do something that worries me.
- I understand that adults in school help keep us safe by checking how school technology is used.

I know that if I cannot follow this agreement, an adult will help me understand what went wrong, and I may have limits on how I use school technology.

Signed (child): Date:

Signed (parent): Date:



BE SMART ONLINE



S

SAFE

Keep your personal information safe. When chatting or posting online don't give away things like your full name, password or home address. Remember personal information can be seen in images and videos you share too. Keep them safe to keep yourself safe.



M

MEET

Meeting up with someone you only know online, even a friend of a friend, can be dangerous as this person is still a stranger. If someone you only know online ever asks you to meet up, for personal information or for photos/videos of you then tell an adult straight away and report them together on www.thinkuknow.co.uk

THINK
U
KNOW

A

ACCEPTING

Think carefully before you click on or open something online (e.g. links, adverts, friend requests, photos) as you never know where they may lead to or they may contain viruses. Do not accept something if you are unsure of who the person is or what they've sent you.



R

RELIABLE

You cannot trust everything you see online as some things can be out of date, inaccurate or not entirely true. To find reliable information compare at least three different websites, check in books and talk to someone about what you have found.



T

TELL

Tell a trusted adult if something or someone ever makes you feel upset, worried or confused. This could be if you or someone you know is being bullied online. There are lots of people who will be able to help you like your teachers, parents, carers or contact Childline – 0800 11 11 or www.childline.org.uk



BE SMART WITH A HEART

Remember to always be smart with a heart by being kind and respectful to others online. Make the internet a better place by helping your friends if they are worried or upset by anything that happens online.

