



## **WESCOTT INFANT SCHOOL - ONLINE-SAFETY AGREEMENT**

### **USING TECHNOLOGY IN SCHOOL:**

We use the school computers and the internet for learning. These rules will help us to be fair to others and keep everyone safe:

- I will not tell anyone my password and remember to log off when I have finished
- I will make sure no one else can use my log-in
- If I think someone knows my password, I will tell a teacher or parent/carer straight away
- I will not look at or delete other people's files
- I will only use the computers at school when a member of staff is present and has said I can
- I will only use agreed sites on the internet when given permission by a teacher or parent/carer
- I will never write, draw or record anything that is rude or might embarrass or hurt others including sending nasty or teasing messages to people.
- I will not give out my home address or any phone number or arrange to meet anyone over the internet, even a friend
- If I see anything I am unhappy with or I receive a message I do not like, I will tell a teacher or parent/carer as soon as I can
- I understand that copying text or images that belongs to someone else may be illegal and will take care to respect and check copyright
- I know that my teacher, parent/carer and internet service provider will check the sites I have visited
- I understand that I will not be able to use the internet if I deliberately look at unsuitable material
- I will not access my own e-mail site at school
- I will always give memory sticks from home to the teacher to be virus checked

**I know that the school can check my messages, emails and web pages and my computer files. I understand that if I deliberately break these rules, I could be stopped from using the iPads or computers at school.**

### **USING TECHNOLOGY AT HOME:**

- I will only use technology at home with the permission of my parent or carer.
- I will ensure that all my communication with other children and teachers using technology is responsible, polite and sensible.
- I will only upload home learning assignments unless directed by my teacher to upload other material
- I will not use the video conference tools in Microsoft Teams to contact my classmates or teachers
- I will only use 'Posts' when I have permission to do so from my class teacher
- Parents/carers will not use MS Teams to communicate with class teachers

**I understand that if I deliberately break these rules, my Microsoft Teams account will be suspended.**