Bourn Church of England Primary Academy
Riddy Lane
Bourn
Cambridge
CB23 2SP
Tel: 01954 719282
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Email: office@bourn.cambs.sch.uk
Head Teacher: Mrs Christine Page

Dear Parent/ Carer

ICT including the internet, email and mobile technologies, has become an important part of learning in our school.   We expect all children to be safe and responsible when using any ICT.

Please read and discuss these e-Safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact Mr. Bray.

Parent/ carer signature
We have discussed this and …………………………………….......(child name) agrees to follow the e-Safety rules and to support the safe use of ICT at Bourn Primary Academy.

Parent/ Carer Signature ………………………………………………….

Class …………………………………. Date ……………………………

Bourn Primary Academy Pupil Acceptable Use Agreement / e-Safety Rules

- ✓ I will only use ICT in school for school purposes.
- ✓ I will only use my class email address or my own 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.
- ✓ 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 unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- ✓ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- ✓ 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 e-Safety.
- ✓ I know that I'm not permitted to carry a mobile phone in school, and if come to school with a mobile phone, it must be switched off and handed into the school office at the start of the day. It will remain there until I leave the school, even after school activities.
- ✓ Any such devices found on any pupil during the day will be confiscated, and parents informed.

Bourn Primary Academy
Pupil e-safety recommendations

We recommend that Parents go through these recommendations with their children to assist with their e-safety in and outside of school.

- ✓ Pupils are advised never to give out personal details of any kind which may identify them or their location. Examples would include real name, address, mobile or landline phone numbers, academy, IM address, e-mail address, names of friends, specific interests and clubs etc.
- ✓ Pupils are advised not to place personal photos on any social network space. They consider how public the information is and consider using private areas. Advice is given regarding background detail in a photograph which could identify the student or his/her location eg. house number, street name, academy, shopping centre.
- ✓ Pupils are strongly advised to ensure any social media apps they use at home have personal settings changed to private and that location services are turned off on any mobile devices. Always check with a parent / Guardian if you are unsure of this.
- ✓ Do not use an obvious user name and ensure your privacy is maintained when creating user names.
- ✓ Be careful of online chat environments even if they exist as part of a game environment, and close connections if you do not recognise any individual who approaches you.
- ✓ If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to the Internet Service Provider.
- ✓ Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable and will always use their vigilance to ensure pupil safety.