



Dear parents/ carers

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.

I would be grateful if you could read and discuss the attached Acceptable Use Agreement/ e-Safety rules with your child and return the slip below to the School Office. If you have any concerns, or would appreciate any further explanation, you are welcome to contact Mrs Helen Culley (Assistant Head Teacher).

Yours sincerely

Christine Page  
Head Teacher

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### Acceptable Use Agreement/e-Safety rules

I have discussed the Acceptable Use Agreement/e-Safety rules with \_\_\_\_\_  
(child's name), who agrees to follow the e-Safety rules and to support the safe use of ICT at  
Bourn Primary Academy.

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_





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

- ✓ I will only use IT 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 whom my teacher has approved.
- ✓ I will not tell other people my IT passwords.
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all IT 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 IT 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 IT 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 I 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 if I attend After-School activities.
- ✓ If I have a phone or other mobile device on me during the day, it will be confiscated and my parents will be informed.



## **Bourn Primary Academy**

### **Pupil e-safety recommendations for Parents/Carers**

We recommend that Parents/Carers go through these recommendations with their children to assist with their e-safety in and outside 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, school name, IM address, email address, names of friends, specific interests and clubs etc.
- ✓ Pupils are advised not to place personal photos on any social network space. They should consider how public the information is and consider using private areas. Advice should be given regarding background detail in photographs which could identify the student or his/her location e.g. house number, street name, school, shopping centre.
- ✓ Pupils are strongly advised to ensure any social media apps they use at home have personal settings set to "Private" and that location services are turned off on any mobile devices. Parents/Carers should help with this, if needed.
- ✓ Pupils should not use an obvious user name and should ensure their privacy is maintained when creating user names.
- ✓ Pupils should be careful of online chat environments even if they exist as part of a game environment and should close connections if they do not recognise an individual who approaches them.
- ✓ If pupils discover unsuitable sites, they should tell their parents/carers immediately, or their teacher if at school.
- ✓ Parents/Carers should make regular checks to ensure that the filtering methods selected on the home router are appropriate, effective and reasonable and should always use their vigilance to ensure pupil safety. The School does the same for the School site.