

The Fairlawn and Haseltine Federation KS2 Online Safety Agreement

When I am contacting others using technology, I always abide by the **Netiquette** rules:

- T** – is it **true**?
- H** – is it **high quality**?
- I** – is it **informative**?
- N** – is it **necessary**?
- K** – is it **kind**?

When I am using online technology, I always abide by the **SMART** safety rules:

- S** – Keep your personal details **safe**.
- M** – Never **meet** strangers face to face.
- A** – Do not **accept** or respond to files, images or emails from strangers.
- R** – Make sure all that you read is **reliable**.
- T** – **tell** someone you trust if you feel uncomfortable.

I understand that I must use the school's technology systems in a responsible way, to ensure that there is no risk to my safety, the safety of others or to the school's technology systems.

- I will ask permission before using any technology (e.g. computers, digital cameras, etc.)
- I will take care of all technology and equipment
- I will only use the computer or iPad for activities relevant to my learning
- I will not download anything (files, images etc) from the Internet unless given permission
- I will only delete my own files, and I will not look at other people's files without their permission.
- I will use the usernames and passwords provided by the school to access the school network and will not tell anyone my passwords
- I will not bring software or USB memory sticks into school without permission
- I will only use an approved email account provided for me by the school to send email as part of my learning. I will not use personal email accounts at school
- I understand that the school may check my computer files, e-mail and the Internet sites I visit, to help keep me safe
- I will ensure that I do not pass others' accomplishments as my own and will take care to reference any websites that I use

I understand that if I am responsible for my actions, in and out of school. I understand that the school has a right to take action if I am involved in incidents when I am out of school (e.g. cyber bullying, using images of myself or others, sharing other people's personal information, etc.)

Child's name	
Class	
Signed	Date

Appendix 3

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