



Ralph Sadleir School

Online Safety Acceptable Use Agreement

- I will only use school IT equipment for school purposes.
- I will not download or install software on school IT equipment.
- I will only log on to the school network, other school systems and resources using my own school user name and password.
- I will not reveal my passwords to anyone other than a parent/carer.
- I will not use my personal email address or other personal accounts on school IT equipment.
- I will make sure that all my electronic communications are responsible and sensible.
- I understand that everything I search for, access, post or receive online can be traced now and in the future. My activity can be monitored and logged and if necessary shared with teachers, parents/carers and the police. I know it is essential that I build a good online reputation.
- I will not browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of staff if I am in school, or parent/carer if I am not in school.
- I will not give out my own or others' personal information, including: name, phone number, home address, interests, schools or clubs or any personal image. I will report immediately any request for personal information, to a member of staff if I am in school or parent/carer if I am not in school.
- I should never post photographs, videos or livestream without the permission of all parties involved.
- I will not upload any images, videos, sounds or words that could upset, now or in the future, any member of the school community, as this is cyberbullying.
- I will be respectful to everyone online; I will treat everyone the way that I want to be treated. I will ensure that all of my online activity, both in and outside school, will not cause distress to anyone in the school community or bring the school into disrepute.
- I will not respond to hurtful behaviour online but will report it. I have the right to block and will say no to any inappropriate or upsetting request.
- I will respect the privacy and ownership of others' work on-line and will adhere to copyright at all times.
- I will not attempt to bypass the internet filtering system in school.
- I will not assume that new technologies can be brought into school and will check with staff before bringing in any device.
- I will not lie about my age in order to sign up for age inappropriate games, apps or social networks.
- I understand that not everything I see or hear online is true, accurate or genuine. I also know that some people on the internet are not who they say they are and may have ulterior motives for assuming another identity that will put me at risk. I will gain permission from parents/carers before arranging to meet someone I only know on the internet.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules, teachers will investigate, I may have my IT privileges removed and my parents/carers may be contacted. If I break the law the police may be informed.

Proud to Achieve

Pupil agreement

Pupil name: Class:

I have discussed this agreement with my parents/carers and understand the commitment I have made and my responsibilities.

Pupil signature: Date:

Parent(s)/Carer(s) agreement

I/we have discussed this agreement, which highlights the associated risks when accessing the internet, mobile and digital technologies, with our child.

I/we agree not to share school-related information or images online or to post material that may bring the school or any individual within it into disrepute. (Rather than posting negative material online, any parent/carer, distressed or concerned about an aspect of school should make immediate contact with their child's tutor. Negative postings about the school would impact on the reputation of the whole school community. Parents/carers are encouraged to report breaches so that we can protect the reputation of the school, staff, pupils and parents/carers.)

I/we agree to respect the age limits for children to hold a social media and WhatsApp account. If our child is under the age of 13 years old, they will not hold a social media Account. All children at Ralph Sadleir School are under the age of 16 years old and therefore must not hold a WhatsApp account.

I/we understand that under no circumstance should images be taken at any time on school premises of anyone other than our own child, unless there is a pre-specified agreement.

I/we understand that when on school premises and not in a situation where phones may be used, e.g. for specific events, they must be switched off and out of sight.

I/we agree to support our child in following the terms of this agreement.

1. Parent /Carer Signature:

Parent/Care Name:

2. Parent /Carer Signature:

Parent/Care Name:

Date: