Singleton Church of England Primary School

Pupil Acceptable Use Agreement (Foundation / KS1)

To stay **SAFE** online and on my devices, I know my teacher will watch what I do:

1. I only **USE** devices or apps, sites or games if a trusted adult says so.
2. I will only **USE** activities that a teacher or suitable adult has told or allowed me to use.
3. I **ASK** for help if I'm stuck or not sure and keep passwords safe.
4. I **TELL** a trusted adult if I'm upset, worried, scared or confused.
5. If I think something is **WRONG**, I talk to an adult.
6. I look out for my **FRIENDS** and tell someone if they need help.
7. I **KNOW** people online aren't always who they say they are.
8. Anything I do online can be shared and might stay online **FOREVER.**
9. I don't keep **SECRETS** or do **DARES AND CHALLENGES** just because someone tells me I have to.
10. I always check before **SHARING** personal information
11. I am **KIND** and polite to everyone
12. I take breaks from screens and do other **FUN** things too

Using AI Safely

Sometimes we use special computer helpers called AI to learn new things:

➢ I will only **USE** these helpers when my teacher says it's okay**.**
➢ I will never **USE** AI to be unkind or make fake pictures or videos of people.
➢ I **WILL NOT** tell AI my name, address, or any private information**.**
➢ If I see something that makes me feel worried or upset, I **WILL TELL** my teacher or a grown-up straight
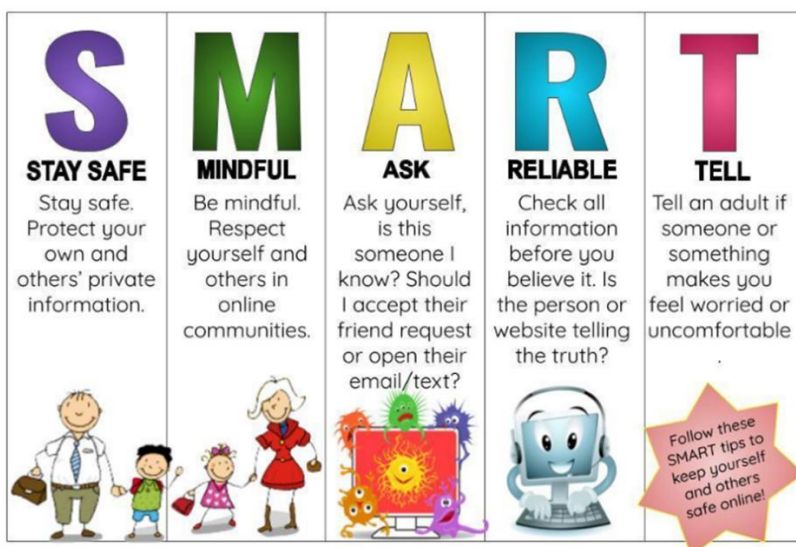
If I forget the rules, my teacher will help me learn to make better choices next time.

My **TRUSTED ADULTS** are:

At home: _____

At school: _____

Singleton Church of England Primary School

How I stay safe and use technology responsibly at school

To keep myself and others safe online, I agree to follow these rules:

Keeping Safe Online

The school checks how I use devices and the internet to help keep everyone safe:-

- **I WILL** follow the school rules when using devices and the internet
- **I WILL** keep my usernames and passwords private, **NEVER USE** someone else's and tell a trusted adult if someone else knows them.
- I **WILL ONLY TALK** to people online that I know in real life and trust.
- **I WILL NOT** share personal information (like my full name, address, school, phone number, photos, or passwords) without asking a trusted adult.
- I will only take or share photos or videos of myself or others when **FULLY DRESSED** and only if everyone involved has given permission and our **TRUSTED ADULTS HAVE GIVEN PERMISSION**.
- If I see or hear anything online that worries, scares, or upsets me, **I WILL TELL** a trusted adult straight away.
- **I WILL NEVER** meet someone I have spoken to online unless a trusted adult is with me.

Using Computers and the Internet Sensibly

- **I WILL ONLY** use devices, apps, websites, and games that I am allowed to use.
- **IF I'M UNSURE** about anything online, I will stop and ask a trusted adult.
- **I WILL CHECK** with trusted adults before clicking on any unexpected messages or links (even if these look as though they are from people that I already know).
- **I WILL CHECK** with a trusted adult before using someone else's work, pictures, or ideas.
- I know that teachers can **CHECK WHAT I DO ONLINE** to help keep everyone safe.
- I will not try to **DOWNLOAD OR ACCESS ANYTHING INAPPROPRIATE,** or try to get around school filters.
- **I WILL NOT** copy or download music, videos, games, or images unless I have permission.
- **I WILL TELL A TRUSTED ADULT** if a device breaks, something goes wrong, or I think there might be a problem.

Using AI Safely and Responsibly

Sometimes we use AI tools (like chatbots or image creators) to help with learning. I agree that

- **I WILL ONLY** use **AI TOOLS** when a teacher gives permission.
- **I WILL NOT USE** AI to create fake images, videos, voices, or messages about anyone.
- **I WILL NEVER USE** AI to bully, embarrass, or upset someone.
- **I WILL NOT** share personal information with AI tools.
- If AI shows me something **STRANGE, WORRYING, OR INAPPROPRIATE**, I will **TELL A TRUSTED ADULT** immediately.

Being Kind and Respectful Online

- **I WILL TREAT OTHERS** kindly online, just as I do in real life.
- **I WILL THINK CAREFULLY** before I share anything online to protect myself and others.
- **I WILL NOT POST OR SHARE** anything that could hurt, embarrass, or upset someone.
- **I WILL MAKE HEALTHY CHOICES** about screen time and take breaks to do other activities.
- **I WILL THINK** about how my behaviour online affects me, my friends, and my school.

Staying Safe Online

- I know that **PEOPLE ONLINE MAY NOT BE WHO THEY SAY THEY ARE**.
- I will **NEVER ARRANGE TO MEET SOMEONE** I only know online without a trusted adult.

My Behaviour In and Out of School

- I know that the rules still apply if I use technology **OUTSIDE SCHOOL** in a way that affects people in school (for example, messaging classmates or cyber-bullying).
- I understand that breaking these rules may mean I lose access to school devices or other consequences.

Agreement

I have read and understood the Acceptable Use Agreement and agree to follow these rules to help keep myself and others safe online.

Name: _____

Class: _____

Date: _____

Signed (child): _____

Signed (parent/carer): _____