
















## Responsible Cyber User Contract

These rules will help us to be fair to others and keep everyone safe. Everyone at St Thomas of Canterbury is expected to follow these rules. We use the school computers and Internet for our learning. We will not bring in any mobile devices into school unless directed by a teacher.






### **Learning**

-  I understand that school systems and devices are intended for educational use and that I will not use them for personal or recreational use unless I have permission.
-  I will always ask permission from an adult before using the internet.
-  I will only use websites and search engines that my teacher has chosen.
-  I will use school devices for school work unless I have permission otherwise.
-  If I need to learn online at home, I will follow the school remote learning Acceptable Use of Technology policy.
-  If I bring in USB sticks from outside of school, I will always give them to my teacher so they can be checked for viruses and content before opening them.
-  I know that I am not allowed on personal email, social networking sites or instant messaging in school.

### **Personal Safety**

-  I will behave appropriately and responsibly online.
-  I only send messages which are polite and friendly.
-  I will only post pictures or videos on the internet if they are safe and appropriate, and if I have permission.
-  I will only talk with and open messages from people I know.
-  I will only click on links if I know they are safe.
-  I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult.

### **Trust**







-  I know that not everything or everyone online is honest or truthful.
-  When I am using the internet to find information, I will take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful. I will check content on other sources such as other websites, books or with a trusted adult.
-  I will always check I have permission to use the original work of others in my own work.
-  I will always credit the person or source that created any work, images or text I use.
-  Where work is protected by copyright, I will not try to download copies (including music and videos).

### **Responsible**






-  I will keep my personal information safe and private online.









-  I will keep my passwords safe and secure and I will not share them.
-  I will protect myself by not telling anyone I meet online my address, my telephone number, my school name or by sending a picture of myself without permission from a teacher or other trusted adult.
-  I will not arrange to meet anyone I have met online without permission from a teacher or other trusted adult.
-  I will not access or change other people's files or information.
-  I will only change the settings on a device if a member of staff has allowed me to.
-  I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

## Understand

-  I understand that the school internet filter is there to protect me, and I will not try to bypass it.
-  I know that all school devices and systems are monitored to help keep me safe, including when I use them at home.
-  I have read and talked about these rules with my parents/carers.
-  I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childnet.com/young-people/primary](http://www.childnet.com/young-people/primary) to learn more about being safe online.
-  I understand that if I fail to comply with the Acceptable Use of Technology Policy I will be subject to sanctions. This may include loss of access to the school network/internet and other privileges, my parents being informed and in the event of illegal activities involvement of the police.

## Tell

-  If I see anything online that I should not or that makes me feel worried, frightened or upset, I will minimise the page, shut the laptop lid or turn off the screen and tell an adult straight away.
-  I will tell a teacher or other adult if someone online makes me feel uncomfortable, worried or frightened when I am online using games or other websites or apps.
-  If I am aware of anyone being unsafe with technology, I will report it to a teacher or other adult.
-  If, for any reason, I need to bring my mobile phone into school I know that it is to be switched off all the time that I am on school property and that it must be handed in to the class teacher as soon as I arrive in class and then collected at the end of the school day.

Child's name: .....

Signed: Child: .....

Parent: .....

Date: .....

