



Byfleet Primary School

Acceptable Use Agreement/Online Safety Rules - KS 2

---

These rules will help me to stay safe on the internet:

- I will not tell other people any of my usernames or passwords.
- I will only open/edit/delete my own files in *Google Classroom*.
- When using *Google Hangout*, I am aware that I am not allowed to stay on a call once a teacher has left, my teacher will always wait until all students have left the call before leaving themselves.
- I understand that my teacher will record all *Google Hangout* calls.
- I am aware that some websites and social networks have age restrictions which mean that I should not use them.
- I will only visit websites which are appropriate for my age.
- I will only communicate with people that I know or a responsible adult has approved.
- I will make sure that all online contact with other children and adults is responsible, polite, friendly and sensible e.g. when using the chat facility on *Google Classroom*.
- I will only open attachments, or download files if an adult has given me permission.
- I will not open links from people I do not know. I will not click on links I do not recognise.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- I will not give out my own details such as my name, phone number or home address.
- I will be responsible for my behaviour when online because I know that these rules are to keep me safe.
- I know that my use of the internet can be checked and my parent/carer contacted if a member of school staff is concerned about my safety.
- If I see anything I am unhappy with or I receive a message I do not like, I will show a responsible adult.