

Tuesday 20th October 2026

Dear Parents and Carers,

This week, children in Key Stage 2 will be taking part in lessons and discussions about how to use technology safely, responsibly and respectfully. As part of this learning, they will review and sign our KS2 User Agreement in school.

I am sharing a copy of the agreement with you in advance so that you are aware of the expectations we have for pupils when using technology both in and outside of school. The agreement covers responsible online behaviour, digital communication, and the safe use of devices and online platforms.

Children will discuss the agreement in school to ensure they understand their responsibilities. It is important that parents and carers are also aware of these expectations, particularly as online behaviour outside of school can have an impact on the safety and wellbeing of other pupils and the wider school community. Where appropriate, incidents that occur outside of school may be dealt with in line with the School's Behaviour Policy.

At Parents' Evening, we will ask parents and carers to sign the agreement to acknowledge that they have read and understood the school's expectations regarding the safe and responsible use of technology.

Thank you for your support in helping us promote safe, respectful and positive online behaviour.

Kind regards,

Miss Wright

Headteacher

Bowness Primary School

Head of school: Miss Wright CEO : Mr M H Tonge BEd MA NPQH NLE



KS2 Online User Agreement

Be Safe • Be Ready • Be Respectful • Be Resilient

A kinder, safer online world starts with us!

Our Promise

At Bowness Primary School, we use technology to learn, communicate, create and explore. The internet is a fantastic tool, but it must be used safely, responsibly and respectfully.

By signing this agreement, I am showing that I understand my responsibilities when using technology both in and out of school.

My online behaviour is an important part of The Bowness Way.



Think Before You...



Is it...
True?
Kind?
Helpful?
Necessary?
Would I be happy for everyone to see it?



Be Safe

- ✓ Keep my passwords private.
- ✓ Keep my personal information safe, including my address, phone number and passwords.
- ✓ Tell a trusted adult if something online worries, upsets or scares me.
- ✓ Ask permission before downloading apps, joining online groups or communicating with people I do not know.
- ✓ Only use websites, games and apps that are suitable for my age.
- ✓ Be careful about what I share online and remember that information can be difficult to remove once it's been posted.



Stay safe everywhere online!

Be Respectful

- ✓ Treat others online the same way I would treat them face to face.
- ✓ Use kind and respectful language in messages, comments and chats.
- ✓ Think before I post, send or share anything online.
- ✓ Respect other people's privacy and personal information.
- ✓ Ask permission before taking, sharing or posting photos or videos of other people.
- ✓ Remember that my words and actions online can affect how others feel.

Be kind online - it makes a big difference!



Be Responsible

- ✓ Use school technology appropriately and for learning.
- ✓ Follow adult instructions when using devices and the internet.
- ✓ Look after school equipment and property.
- ✓ Report anything that makes me feel unsafe or uncomfortable.
- ✓ Make positive choices online and accept responsibility for my actions.



Good choices today, brighter futures tomorrow!



Understanding Cyberbullying

Cyberbullying is never acceptable. It can include:

- ✗ Sending unkind, threatening or hurtful messages.
- ✗ Sharing rumours, gossip or embarrassing information.
- ✗ Excluding people from online groups on purpose.
- ✗ Creating group chats to upset, target or ridicule someone.
- ✗ Sharing screenshots, photos or videos without permission.
- ✗ Encouraging others to be unkind online.
- ✗ Using WhatsApp, Snapchat, gaming chats, social media or other platforms to bully or harm others.

Behaviour outside school can still have an impact on children and staff within school.



If Something Goes Wrong Online

If I see or receive something upsetting online, I will:

- ✓ Not join in.
- ✓ Not reply with more unkind messages.
- ✓ Not share, forward or repost harmful content.
- ✓ Save evidence if it is safe to do so.
- ✓ Tell a trusted adult at home or school as soon as possible.
- ✓ Support anyone who may be upset or being treated unfairly.

Reporting concerns is not telling tales. It is helping to keep people safe.



How School Will Respond

If concerns are reported, school will:

- ✓ Listen carefully and take concerns seriously.
- ✓ Support children who have been affected.
- ✓ Investigate concerns where appropriate.
- ✓ Speak with children and parents.
- ✓ Work with families to promote safe and respectful online behaviour.
- ✓ Use restorative approaches where appropriate.
- ✓ Record incidents and respond in line with our Behaviour and Safeguarding Policies.

It's important to know:

- School cannot monitor private phones, social media accounts or WhatsApp groups outside school.
- We may become involved when online behaviour affects the safety, wellbeing, learning or relationships of our school community.
- Serious incidents may result in consequences.
- We may need to involve parents, external agencies or the police in some situations.



My Agreement

I have read and understood this Online User Agreement. I understand that my behaviour online matters and that my actions can have real-life consequences. I agree to follow these expectations whenever I use technology at school and at home.

Pupil Declaration

Name: _____
Class: _____
Signature: _____
Date: _____



Parent/Carer Acknowledgement

I have discussed this agreement with my child and will support them in using technology safely and responsibly.

Name: _____
Signature: _____
Date: _____



School Declaration

We will teach pupils how to use technology safely and responsibly, listen to concerns and take appropriate action to help keep all members of our school community safe online.

Name: _____
Role: _____
Signature: _____
Date: _____

