



## ICT Acceptable Use Policy Pupil Agreement

These rules are a reflection of the content of our school's E-Safety Policy. It is important that parents/carers read and discuss the following statements with their child, understanding and agreeing to follow the school rules on using ICT, including use of the Internet.

- I will only use ICT in school for school purposes.
- I will not use any form of social media in school.
- I will only use the Internet and/or online tools when a trusted adult is present.
- I will not use personal email addresses at school.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- I will not deliberately bring in inappropriate electronic materials from home.
- I will not send inappropriate messages, pictures or photographs to school or post onto the school website.
- I will not deliberately look for, or access inappropriate websites.
- If I accidentally find anything inappropriate I will tell my teacher immediately.
- If I need to bring my mobile phone into school, I will take it to the School Office immediately on entering the school grounds and I will collect it from there on leaving the school grounds.
- I will only communicate online with people a trusted adult has approved.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not give out my own, or others' details such as names, phone numbers or home addresses.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will not attempt to download or install anything on to the school network without permission.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my E-Safety.

.....  
We have discussed this Acceptable Use Policy and ..... [Print child's name] agrees to follow the E-Safety rules and to support the safe use of ICT.

Parent /Carer Name (Print) .....

(Signature) ..... Date.....

## **Our Golden Rules for Staying Safe with ICT**

We only use the Internet when a trusted adult is with us.

We are always polite and friendly when using online tools.

We always make careful choices when we use the Internet.

We always ask a trusted adult if we need help using the Internet.

We always tell a trusted adult if we find something that upsets us.

## **Our Golden Rules for Staying Safe with ICT**

We always ask permission before using the internet.

We only use the Internet when a trusted adult is with us.

We immediately close/minimise any page we are uncomfortable with (or if possible switch off the monitor).

We always tell an adult if we see anything we are uncomfortable with.

We only communicate online with people a trusted adult has approved.

All our online communications are polite and friendly.

We never give out our own, or others', personal information or passwords and are very careful with the information that we share online.

We only use programs and content which have been installed by the school.