



IT ACCEPTABLE USE AGREEMENT

The school has installed computers and internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

- I will only use ICT in school for school purposes
- I will only use the internet when a member of staff is present
- I will only use my class e-mail address or my own school e-mail address when e-mailing
- I will only open e-mail attachments from people I know, or who my teacher has approved
- I will not tell other people my ICT passwords
- I will only open/delete my own files
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will not bring in floppy disks / CDRoms / memory sticks / DVDs from home for use in school
- 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 eSafety

I have read through this agreement with my child and agree to these safety restrictions.

Signed Signed
(Pupil) (Parent/Guardian)

Dated