ICT acceptable use agreement for primary pupils

At Measham CE Primary School, pupils **are expected to**:

- Only use ICT on the school premises for studying purposes
- Only open email attachments from people known to them or people who the teachers have approved
- Make sure ICT communication with other pupils and adults is polite and responsible
- Be responsible for their behaviour while using ICT
- Inform their class teacher of anything they see online which makes them feel uncomfortable
- Understand that their use of ICT can be checked and that parents/carers will be contacted if a member of school staff is concerned about a pupil's e-safety
- Be careful when using computer equipment and treat it with respect
- Abide by the rules regarding bringing personal devices into school.
- Seek the advice of a teacher before downloading material

Pupils will **not**:

- Share passwords
- Delete or open other people's files and documents
- Use other people's accounts/passwords
- Send any content which is unpleasant. If something like this is found, such as **inappropriate images** or **the use of offensive language**, pupils will report it to their teacher
- Share details of their name, phone number or address
- Meet someone they have contacted online, unless it is part of a school project and/or a responsible adult is present
- Upload images, sound, video or text content that could upset pupils, staff and others
- Try to install software onto the school network
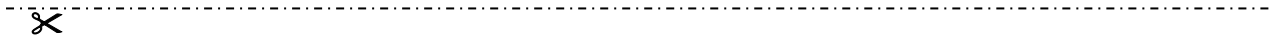
Parents **will**:

- Support and uphold the school's rules regarding the use of school ICT systems.
- Act in accordance with the school's policy when using the internet in relation to the school, its employees and pupils.
- Only store and use images of pupils for school purposes, acting in line with the school's policy.

RE: Acceptable use agreement

Dear parent/carer,

The use of ICT, including the internet, email, mobile, social networking etc. has become a crucial part of learning and we want all pupils to be safe and responsible while using these valuable resources.

Please discuss these online safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some clarification, please contact the school.

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Parent/carer signature

We have discussed this and ....(child's name) agrees to follow the e-safety rules and to support the safe use of ICT at Measham CE Primary School.

Parent signature ....

Child's class .... Date ....