

ICT Acceptable Usage Policy (Pupil) – KS2

Agreement/E-Safety Rules

1. I will only use ICT in school for my school work.
2. I will only use my class e-mail address for e-mail when my teacher lets me.
3. I will only open e-mail attachments or click on links from people I know, or when my teacher says it's OK.
4. I will not attempt to use instant messaging or social networking sites in school without the permission of a member of staff e.g. imessage, instagram, snapchat.
5. I will not tell anyone my passwords (apart from my teacher), nor try to use anyone else's username and password.
6. I will only open, change or delete my own files.
7. I will make sure that all my ICT contact with other children and adults is responsible, polite and sensible.
8. I will not take or distribute images of anyone without their permission.
9. 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.
10. On the Internet, I will not tell anyone my own details such as my name, phone number or where I live.
11. I will not agree to meet someone unless a responsible adult comes with me, or if I have my parents'/carers' permission.
12. When using the Internet for research or recreation, I recognise I should ensure that I have permission to use the original work of others in my own work. Where work is protected by copyright, I will not try to download copies (including music and videos).
13. I will immediately report any damage or faults involving equipment or software, however this may have happened.
14. I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
15. I know that my use of ICT can be checked and that my parent/carer will be contacted if anyone at the school is concerned about my safety.
16. I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
17. I understand that if I fail to comply with this Acceptable Usage Policy, I will be subject to disciplinary action. This may include my parents/carers being told and, in the event of illegal activities, involvement of the police.
18. I understand that I am responsible for my actions, both in and out of school.]

19. I will not bring in to school a mobile phone. However, if it is necessary and appropriate for me to do so, I will hand it in at the start of the school day - see mobile phone acceptable use policy

Dear Parent/Carer,

ICT, including the Internet, e-mail and mobile technologies, has become an important part of learning at St Mary's. We expect all the children to be safe and responsible when using any ICT.

Please read and discuss the above e-safety rules with your child, sign below where indicated and return this form to the class teacher or the school office. If you have any concerns or would like some explanation on any of the above, please contact the school office.

Please complete the sections below to show that you have read, understood and agree to the rules included in this Acceptable Usage Policy. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment, and
- I use my own equipment out of school in a way that is related to me being a member of this school, e.g. communicating with other members of the school, accessing school e-mail, VLE, website etc..

Pupil's Name:

Class:

Pupil's Signature:

Parent/Carer Signature:

Date: