

ICT Acceptable Usage Policy (Pupil) – FS & KS1

Agreement/E-Safety Rules

- I will only use ICT in school for my school work.
- I will only use my class e-mail address for e-mail when my teacher lets me.
- I will only open e-mail attachments when my teacher says it's OK.
- I will not tell anyone my passwords (apart from my teacher).
- I will only open, change or delete my own files.
- I will make sure that all my 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.
- On the Internet, I will not tell anyone my own details such as my name, phone number or where I live. I will not agree to meet someone unless this is part of my school work, 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 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.

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.

We have discussed this agreement and (child's name) understands and agrees to follow the e-safety rules and to support the safe use of ICT at St Mary's.

Parent/Carer Signature:

Class:

Date: