

BUTTERWICK PINCHBECK'S ENDOWED CHURCH OF ENGLAND PRIMARY SCHOOL



ACCEPTABLE USE AGREEMENT – PUPILS

Date Agreed: May 2017
Date to be Reviewed: May 2019

Acceptable Use Agreement/Safety Rules – Pupils

- I will only use ICT in school for school purposes.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will not bring software, CDs or ICT equipment into school without permission.
- I will only use the Internet after being given permission from a teacher.
- 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 upsetting or not allowed at school. If I accidentally find anything like this, I will close the screen and tell a teacher immediately.
- I will not give out my own details such as my name, phone number or home address.
- I will not use technology in school time to arrange to meet someone unless this is part of a school project approved by a 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 look after all equipment and treat it with respect. Any equipment that appears to be damaged or is not working properly should be reported to a member of staff straight away.
- 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.
- The use of social networking sites .e.g. Facebook, Snap chat, Instagram etc. are not allowed in school.
- The use of mobile phones are not allowed in school. If you accidentally bring a mobile to school, hand it in to your teacher and get it back at the end of the day
- I know that the school may check my use of ICT and monitor the Internet sites I have visited, and that my parent/carer will be contacted if a member of school staff is concerned about my eSafety.

E safety is the responsibility of everyone and all staff should promote positive e-safety messages in all use of ICT. The school website has links to advice and support for using technology safely under safeguarding; this can be found in the parents section.

I have read and understood this acceptable use agreement and discussed it with my child and I agree for my child _____ to use the internet and email in accordance with the school's acceptable use policy.

Signed _____parent/carer Date:

Signed _____pupil Date: