

## ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

**Name of pupil:**

**I will read and follow the rules in the acceptable use agreement policy.**

**When I use the school's ICT systems (like computers) and get onto the internet in school I will:**

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission.
- Keep my usernames and passwords safe and not share these with others.
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer.
- Tell a member of staff immediately if I find any material which might upset, distress or harm me or others.
- Always log off or shut down a computer when I've finished working on it.

**I will not:**

- Access any inappropriate websites including social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity.
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher.
- Use any inappropriate language when communicating online, including in emails.
- Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate.
- Log in to the school's network using someone else's details.
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision.

**If I bring a personal mobile phone or other personal electronic device into school:**

- I will ensure that the phone or device is switched off before entering the school site and not switch it back on again until I leave the site at the end of the day.
- **I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.**

**Signed (pupil):**

**Date:**

**Parent/carer's agreement:** I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

**Signed (parent/carer):**

**Date:**