

## **Pupil Acceptable Use Agreement / E-Safety Rules**

I will only use ICT in School for School purposes.

I will only open e-mail attachments from people I know, or who my teacher has approved.

I will not tell other people my ICT passwords.

I will only open/delete my own files.

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 unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.

I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project 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 will be contacted if a member of School staff is concerned about my e-safety.

At home I will use the internet only with my parents' approval.

Dear Parents

ICT including the internet, e-mail and mobile technologies have become an important part of learning in our School and at home. We expect all children to be safe and responsible when using any ICT.

Please read and discuss with your child the e-safety rules attached before signing below and returning this letter to School. A copy of the rules is situated on our web site.

Yours sincerely

Mrs C May

Headteacher

### E-Safety and Acceptable Use of ICT Agreement

Child's name.....Class.....

We have discussed this agreement and we agree to follow the e-safety rules and to support safe use of ICT.

Parent Signature.....

Date.....