



ICT acceptable use agreement for primary pupils

At Ewanrigg Junior School, pupils are expected to:

- *Only use ICT on the school premises for studying purposes.*
- *Use the class or school e-mail address when sending or receiving emails.*
- *Only open email attachments from people known to them or people who the teachers have approved.*
- *Make sure ICT communication with other pupils and adults is polite and responsible.*
- *Be responsible for their behavior while using ICT.*
- *Inform their class teacher of anything they see online which makes them feel uncomfortable.*
- *Understand that their use of ICT can be checked and that parents/carers will be contacted if a member of school staff is concerned about a pupil's e-safety.*
- *Be careful when using computer equipment and treat it with respect.*
- *Abide by the rules regarding bringing personal devices into school - hand any devices into the office in the morning.*
- *Seek the advice of a teacher before downloading material.*

Pupils will not:

- *Try to bypass the internet settings and filtering system.*
- *Share passwords.*
- *Delete or open other people's files and documents.*
- *Use other people's accounts.*
- *Send any content which is unpleasant. If something like this is found, such as **inappropriate images** or **the use of offensive language**, pupils will report it to their teacher.*
- *Share details of their name, phone number or address.*
- *Meet someone they have contacted online, unless it is part of a school project and/or a responsible adult is present.*
- *Upload images, sound, video or text content that could upset pupils, staff and others.*
- *Try to install software onto the school network.*

Parents will:

- *Support and uphold the school's rules regarding the use of school ICT systems.*
- *Act in accordance with the school's policy when using the internet in relation to the school, its employees and pupils.*
- *Only store and use images of pupils for school purposes, acting in line with the school's IT Policy.*



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RE: Acceptable use agreement

Dear parent,

The use of ICT, including the internet, email, mobile, social networking etc. has become a crucial part of learning and we want all pupils to be safe and responsible while using these valuable resources.

Please discuss these e-safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some clarification, please contact Mrs Rose Hampson-computing lead.



Parent/carer signature

We have discussed this and(child's name) agrees to follow the e-safety rules and to support the safe use of ICT at Ewanrigg Junior School.

Parent signature

Child's class Date

