

## Being online – acceptable use agreement

**Name of pupil:**

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

- Ask a teacher or adult if I can do so before using them.
- Only use websites that a teacher or adult has told me or allowed me to use.
- Tell my teacher immediately if:
  - I click on a website by mistake
  - I receive messages from people I don't know
  - I find anything that may upset or harm me or my friends
- Use school computers for school work only.
- Be kind to others and not upset or be rude to them.
- Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly.
- Only use the username and password I have been given.
- Try my hardest to remember my username and password.
- Never share my password with anyone, including my friends.
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer.
- Save my work on the school network.
- Check with my teacher before I print anything.
- Log off or shut down a computer when I have finished using it.

**I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.**

**Parent/carer agreement:**

*Please read the following and sign to show your agreement. If we don't receive your signed agreement, your child may not have access to electronic devices that support learning.*

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.

I will discuss these points with my child.

I will encourage the same safe practice when my child is at home.

**Signed (parent/carer):**

**Date:**

## Being online: Acceptable use agreement

**Name of pupil:**

**I will read and follow the rules in the Acceptable Use Agreement.**

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

- Always use the 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 username 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 teacher (or trusted adult) immediately if I find any material which might upset, distress or harm me or others.
- Only create, link to or post material that is appropriate and respectful.
- Always log off or shut down a computer when I'm finished working on it.

**I will not:**

- Access any inappropriate websites including social networking sites, chat rooms and gaming sites unless a teacher has 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.
- Log in to the school's network or other systems 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:**

- I will hand it in at the start of every school day and collect it at the end.

**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:**

*Please read the following and sign to show your agreement. If we don't receive your signed agreement, your child may not have access to electronic devices that support learning in school.*

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.

I will encourage the same safe practice when my child is at home.

**Signed (parent/carer):**

**Date:**