

## PUPIL ACCEPTABLE USE AGREEMENT (Nursery & Primary Schools)

**These rules will help us to be fair to others and keep everyone safe.**

- ★ I will only use ICT in school for school purposes.
- ★ I will only use my class email address or my own school email address when emailing.
- ★ I will only open email attachments from people I know, or who my teacher has approved.
- ★ I will not give my username and passwords to anyone else but my parents.
- ★ If I think someone has learned my password then I will tell my teacher.
- ★ I will only open/delete my own files.
- ★ I will 'log-off' when I leave a computer.
- ★ 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 or share my own/or others details such as name, phone number or home address.
- ★ I will be aware of 'stranger danger' when I am communicating online and 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 will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online and will not show it to other pupils.
- ★ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- ★ I know that my use of the school ICT systems and email can be checked and my parent contacted if a member of school staff is concerned about my safety.
- ★ I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher.



Kirkby Stephen Primary School

### Pupil Acceptable Use – Pupil and Parent Agreement

Dear Parent,

ICT including the internet, email and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these online safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact the class teacher or Head teacher.

**Please take care to ensure that appropriate systems are in place at home to protect and support your child/ren.**

We have discussed this document with ..... (child's name) and we agree to follow the online safety rules and to support the safe use of ICT at Kirkby Stephen Primary School.

<b>Parent Name</b>		<b>Pupil Class</b>	
<b>Signed (Parent)</b>		<b>Date</b>	
<b>Signed (Pupil)</b>		<b>Date</b>	