

Pupil Acceptable Use Agreement Form

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

- I will only use is for educational use (particularly for an activity which a teacher or suitable adult has told or allowed me to do).
- I will take care of the computers and other ICT equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- On a network, I will use only my own login, or class login and password, which I will keep secret. I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will not look at or delete other people's files.
- I will not bring any data storage devices into school without permission.
- When I communicate with others online, I will be polite and sensible.
- I will not share personal information out online about myself or others (this could include names, addresses, email addresses, telephone numbers, age, educational details) or arrange to meet someone.
- I will only e-mail people I know, or my teacher has approved. I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know. I will be aware of "stranger danger", when I am communicating on-line.
- If I see anything I am unhappy with (unpleasant or inappropriate material that can make you feel uncomfortable) or I receive messages I do not like, I will report it to staff immediately.
- I know that the school may check my computer files and may monitor the internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the internet or computers in school.
- I also understand the risks associated with internet use outside school, and know that it is good practice to follow these guidelines at home as well.

Signed (child):.....

Parent/Carer Acceptable Use Policy and Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Permission Form

I give permission for my child to have access to the internet and to ICT systems at school. I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Pupil's Name	
Parent's Name	
Signature (Parent/Carer)	
Date	