Acceptable Use Agreement.

E-safety rules

At Mulbarton Primary 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 e-mails.
- Only open e-mail 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 behaviour 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.
- 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 use photos of their own child taken at school events for their own personal use. ie: images are not to be put on social media sites.

RE: Acceptable use agreement

Dear parent/carer,

The use of ICT, including the internet, e-mail, 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 Theobald.

✂

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 Mulbarton Primary School.

Parent/carer signature ……..……………..…………………………………

Child's class ………………………………. Date ………………………………