

Acceptable Use Agreement

Secondary Pupils

Last updated: January 2021

**Secondary pupil acceptable ICT use**

**Agreement/E-safety rules**

* I will use the internet, e-mail, videos, mobile phones etc. only for school purposes.
* I will only use my school e-mail address.
* I will not download software to school systems.
* I will not share my passwords and will change them regularly.
* I will comply with the school’s ICT security system.
* I will be responsible and sensible about ICT communications with pupils, teachers and other staff.
* I will be responsible for my online behaviour, including the use of resources and language used.
* I will not download, browse, upload or forward illegal or offensive material. If I come across this material I will report it to my teacher immediately.
* I will not share my own or other people’s personal information like name, phone or address details, or arrange to meet somebody unless it is part of a school project approved by a teacher.
* Images of pupils and staff taken, stored and used in line with school policy, should not be distributed outside the school without the permission of the headteacher and the person involved.
* My online activity, both within and outside school premises, will not cause distress to my school, or to staff or pupils.
* I will not deliberately upload images, text, audio, video or any other content which may cause offense to members of the school community.
* I will not attempt to infiltrate the school’s internet system.
* I will respect the privacy and ownership of other’s work.
* If I see something online that makes me feel uncomfortable, I will inform my class teacher.
* I understand my internet use can be monitored and the information made available to my teachers.
* I understand these rules are designed to keep me safe and that, if violated, school sanctions will be applied and my parent/carer may be contacted.



Beckery New Road

Glastonbury

Somerset

BA6 9NS

Dear Parent/Carer,

The use of ICT including the internet, e-mail, mobile phones, social networks etc. has become a crucial part of learning at school and we want all pupils to be safe and responsible while using these valuable resources.

Pupils are expected to discuss this agreement with their parent/carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their class teacher or Tony Sammon, headteacher.

Please return the bottom section of this form to school for filing.

**✂**

**Parent/carer signature**

We have discussed the acceptable use agreement and…………………..........(child’s name) agrees to follow the e-safety rules and to support the safe use of ICT at Tor School.

Parent/carer’s signature …….………………….………………………….

Pupil’s signature …………………………………………………………...

Date ………………………………