**ICT acceptable use agreement for primary pupils**

At Tor 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 emails.
* Only open email 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 store and use images of pupils for school purposes, acting in line with the school’s IT Policy.

Beckery New Road

Glastonbury

Somerset

BA6 9NS

**RE: Acceptable use agreement**

Dear parent,

The use of ICT, including the internet, email, 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 **name of staff member**.

**✂**

**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 Tor School.

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

Child’s class …………………………………. Date ………………………………