

## Being online – acceptable use agreement

**Name of pupil:**

**When I use the ICT systems (like computers) and get onto the internet in school I will:**

- Ask a teacher or adult if I can do so before using them.
- Only use websites that a teacher or adult has told me or allowed me to use.
- Tell my teacher immediately if:
  - I select a website by mistake
  - I receive messages from people I don't know
  - I find anything that may upset or harm me or my friends
- Use school computers for school work only.
- Be kind to others and not upset or be rude to them.
- Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly.
- Only use the username and password I have been given.
- Try my hardest to remember my username and password.
- Never share my password with anyone, including my friends.
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer.
- Save my work on the school network.
- Check with my teacher before I print anything.
- Log off or shut down a computer when I have finished using it.

**I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.**

**Parent/carer agreement:**

*Please read the following and sign to show your agreement. If we don't receive your signed agreement, your child may not have access to electronic devices that support learning.*

I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff.

I agree to the conditions set out above for pupils using the school's ICT systems and internet.

I will discuss these points with my child.

I will encourage the same safe practice when my child is at home.

**Signed (parent/carer):**

**Date:**