

**Pupil Acceptable Use Agreement / online-safety Rules September 2020**

- I will only use ICT in school for school purposes
- I will only use my class e-mail address or my own school e-mail address if I am e-mailing in school. (I will not use personal gmail, yahoo etc.)
- I will only open e-mail attachments from people I know, or who my teacher has approved
- I will not tell other people my ICT passwords
- I will only open/delete my own files
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately
- I will not give out my own/others details such as name, phone number or home address. I will not arrange to meet someone or send my image unless this is part of a school project approved by my teacher and a responsible adult comes with me
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked (IP address) and my parent contacted if a member of school staff is concerned about my safety
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher

Pupil Signature .....Class.....date.....