

Acceptable Use of ICT Agreement

Primary School Students

- I will only use the school ICT equipment for learning in school and with my teachers' permission.
- I will keep my password and login private.
- I will not interfere with anyone else's passwords, logins settings or files on the computer.
- I will not interfere with or delete other people's work or files.
- I will always seek permission before downloading material from the internet or using materials I have brought into school because I understand the risks from virus infections.
- I will be careful when opening emails from people I do not know and I will ask an adult if I am unsure whether to open it.
- I understand that I should only publish material on the internet that is my own work.
- I know I need permission to take someone's photograph or video them.
- Any messages I post within the BSS network or domain will be polite and responsible.
- I will not send or forward messages or create material which is deliberately intended to cause upset to other people.
- I will inform an adult if I see or receive any unpleasant material or messages.
- I know I must take care about giving away my personal information and making contact with people I do not know using the internet. I will not give out my personal details.
- I understand that the school may check my use of ICT and contact my parents if they are concerned about my e-Safety.
- I understand that if I do not follow these rules I may not be allowed to use the school computers or access the internet for a period of time and that this may apply even if the activity was done outside school.
- I will only use my school email address when using email in school.
- I will not give out my personal details, such as my name, address, school or phone number without my parents' permission.
- I understand that meeting people in real life who I first met online is dangerous. If someone is asking to meet me in real life, I will inform my parents or guardians immediately. I will not arrange to meet them by myself.
- I will be careful with keyboards, mice, headphones and all other equipment, and when turning a computer on or off.
- I understand what is meant by e-safety and cyber-bullying and will ensure my use of ICT follows this policy at all times.

Signed – Student: _____ Date: _____

For Parents:

- I agree to support and uphold the principles of this policy in relation to my child and their use of the internet at home and at school.

- I agree to hold the principles of the policy in relation to my own use of the internet, when that use is related to school, employees to the school and other students at the school.

Signed – Parents: _____ Date: _____