



ICT Acceptable Use Agreement

WHY WE NEED RULES FOR THE ACCEPTABLE USE OF ICT AND THE INTERNET IN SCHOOL

Our school wants you to be able to use ICT and the Internet creatively, responsibly and independently. These rules help you learn what you can do, and what you must not do, when using ICT and the Internet in school. They also help you to learn how to behave when out of school. Following the rules protects ICT equipment from damage, and keeps everyone safe and happy in school.

RULES FOR TAKING CARE OF ICT EQUIPMENT IN SCHOOL

- I will always be very careful when using any ICT equipment.**
- I understand that ICT equipment is fragile and expensive.**
- I will carry portable ICT equipment carefully with both my hands.**
- I will not fiddle with anything connected to the computer.**
- I will always leave a computer and ICT equipment as I found it.**
- I will not change any settings on the computer without permission from my teacher.**
- I will report any warning messages I see on the screen to an adult.**
- I will not attempt to by-pass the school's internet filtering system.**
- I will not bring CD ROMs or data-sticks into school without teacher permission.**

E-SAFETY RULES FOR KEEPING MYSELF AND OTHERS HAPPY AND SAFE AT SCHOOL WHEN USING ICT EQUIPMENT, THE INTERNET AND EMAIL

- I will only use the internet and email when given permission and supervised by an adult.
- I must ask for permission to search the internet.
- I will tell my teacher what I am searching for, and the words I am using to search with.
- I will only look at or download material from the internet that is appropriate to the work I am doing.
- If I see something on the computer or internet that is inappropriate or upsets me, either at school or at home, I will report it to an adult immediately. (Unfortunately this can happen by accident and telling an adult can stop it happening again)

I will only send emails to people approved by an adult.
I will only send messages that are polite and friendly.
I will not open emails or attachments from people I do not know.
I will immediately report to my teacher or parent any upsetting or bullying messages sent to me at school or at home.

When using the internet or email, I will not give out my personal details or the personal details of anyone I know at school or at home. (This includes full names, date of birth, house addresses, email/msn addresses, telephone numbers, name of my school, photos of myself or friends and family, banking details, diary dates).

I will not attempt to use instant messaging or social networking sites at school. These sites are blocked by the school's filter.

On a computer or using the internet at both school or at home I will not:
create...show to others on screen...photocopy...send...forward / pass on...
...any material that would offend, upset or bully other children or adults at the school. (This includes text, pictures, photos, video clips, animations, sound files or any other media)

I understand that the school takes very seriously the cyber-bullying of any child or adult and must take strong action against it.

I understand that writing or sending hateful / threatening messages which upset others is illegal.

I will not upload any material on to the internet without an adult first checking the content and giving me permission.

I will respect the copyright of any material posted by others on the internet. If I use information from a website in my own work I will type the web address on my work.

I will only use school digital and video cameras when given permission and supervised by my teacher.

I will only take appropriate photos or video clips of others or myself.
I will respect the photos or video clips I have taken of others, and only use these in my work at school when appropriate to the work I am doing.

I understand that everything I create or look at on a computer leaves a 'digital footprint' that can be traced.

I understand that the school monitors my use and can check my computer files and the websites I visit at any time.

**TELL AN ADULT WHO WORKS IN SCHOOL STRAIGHT AWAY
IF: YOU ARE WORRIED ABOUT ANYTHING TO DO WITH THE
INTERNET OR ICT.**

YOU ARE WORRIED YOU MAY HAVE BROKEN A RULE.

**THE ADULT WILL LISTEN TO YOU AND TAKE APPROPRIATE
ACTION TO HELP YOU**

IF I BREAK THE RULES:

I understand that if I break these rules on purpose one or more of the following will happen:
-a sanction will be given in line with our school's Behaviour Checklist (verbal warning, name on behaviour log, red card)
-not being able to use a computer or ICT equipment for a period of time set by my teacher.
-if it is very serious the Head teacher will have to act immediately and ask your parents, or carers, to come into school.
At this meeting your behaviour and any further sanctions which may need to be taken will be discussed.

Social media platforms have an age restriction that **does not** allow children under the age of 13 to access them. As such, it is the responsibility of parents and carers to monitor children's use of the internet at home and to ensure that their child does not have access to these sites.

Such sites include Facebook, Twitter and Instagram

If you are concerned about your child's safety online, helpful guidance can be found at:

<http://www.saferinternet.org.uk/>
http://www.st-maryshigh.wigan.sch.uk/content/E-Safety_Tips_for_Students/296
http://www.st-maryshigh.wigan.sch.uk/content/E-Safety_Tips_for_Parents/295
http://www.st-maryshigh.wigan.sch.uk/content/Internet_Safety/182

PUPIL AGREEMENT

Name:

I agree to keep these rules for the acceptable use of ICT and the Internet at Holy Family Catholic Primary School

I understand the sanctions that will be used by the school if I break these rules.

Signed (child) : Date:

Signed (parent/carer): Date: