

## Rules for responsible internet and ICT use

Please share these rules with your child, sign the pupil and parent agreement overleaf and return your completed form to your child's class teacher.

In school computers are installed with internet access to help out learning. These rules will keep us safe and help us to be fair to others

- I will only access the school's system with my own login and Id password.
- I will not give out my passwords to anyone, even my best friends.
- I will only use the school's computers for schoolwork and homework.
- I will not look at other peoples files without their permission.
- I will only delete my own files
- I will not bring in any files from outside school unless I have been given permission.
- I will ask permission from a member of staff before using the internet and will not visit any internet sites I know to be banned by the school.
- I will only E-Mail people I know, or my teacher has approved.
- The messages I send or material I Upload will be polite and responsible.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family, my friends or my school unless my family and my teacher have gave me permission.
- I will never arrange to meet someone I have only ever previously met on the internet or by E-mail or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me and we arrange to meet in a public place.
- I will report any unpleasant material or messages sent to me especially if they make me feel uncomfortable, confused or frightened. I will not respond to such messages. I understand that any report I make would be confidential and would help protect other pupils and myself.
- I will not post anonymous messages or forward chain letters.
- I understand that the school monitors my computer files and will monitor the internet sites I visit.

**School**

All internet access will be via the filtering system operated both centrally by our internet provider and locally at the school site.

**Pupil**

As a school user of ICT and the internet, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Name:.....

Class:.....

Signed (by pupil) .....

Date:...../...../.....

**Parent**

As the parent or legal guardian or the pupil signing above, I grant permission for my son or daughter to use electronic mail and the internet. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Parent signature:.....

Date:...../...../.....

Name of pupil:.....

Date:...../...../.....