



## Acceptable Internet “Safe and Respectful Use” Agreement Policy- Learners

1. I will not use school ICT equipment until I have signed and agreed to the Acceptable Internet “Safe and Respectful Use” Agreement.
2. I will use the computers and other ICT equipment only for my learning during lesson times and only on permitted sites and apps; including during golden and privilege times.
3. I will only go online or use the Internet at school when a staff member gives permission.
4. I will only search for things online that I know are acceptable at our school. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
5. If I have my own class user account, I will log on only with that class name and I will keep my password private.
6. I will use my class or school email address when emailing in school and I will keep my password private.
7. I am representing my school anytime I use the Internet, e-mail, mobile phones or any ICT equipment. I will only use it for positive purposes, not to be mean to others, or in any way harm anyone else, or the school itself. This includes using the internet outside of school time.
8. If I see or hear of any other pupils not following the *Acceptable Internet “Safe and Respectful Use” Agreement*, I will report it to an adult straight away.
9. Only with permission from school will I bring in any ICT equipment/devices to school. This includes things like mobile phones, iPods, games, cameras, and USB/portable drives. I will take responsibility for this and the school is not liable for any loss or damages.
10. To ensure my compliance with copyright laws, I will download or copy any files such as music, videos, games or programs only with the permission of a staff member or the owner of the original material.
11. I will not give out any of my personal information online, both in and out of school. This includes:
  - my full name;
  - my address;
  - my e-mail address;
  - my phone numbers;
  - photos of me and/or people close to me.
12. I will respect all school ICT equipment and will treat all devices with care. This includes:
  - following the rules given when using each device;
  - reporting any breakages/damage to a staff member;
  - being mature and responsible when handling the equipment.
13. I will only delete or open my own files.
14. I will only open e-mail attachments from people known to me or people whom my teachers have approved.
15. I will make sure ICT communication with other pupils and adults is polite and responsible.
16. I will not send pupils or adults any content which is unpleasant. If I find something like this, I will report it to a staff member.
17. I will not meet someone unless it is part of a school project and/or a responsible adult is present with me.
18. I am responsible for my behaviour while using ICT.
19. I will not upload images, sound, video or text content that could upset pupils, staff and others.
20. I know that my use of ICT can be checked and that my parent/carer will be contacted if a member of school staff is concerned about my e-safety.
21. If I see something online that makes me feel uncomfortable, I will inform my class teacher.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Class: \_\_\_\_\_ Date: \_\_\_\_\_