| Acceptable use of the school’s ICT systems and internet: agreement for pupils and parents/carers |
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| **Name of pupil:** |
| **When I use the school’s ICT systems (like computers) and get onto the internet in school I will:*** Ask a teacher or adult if I can do so before using them
* Only use websites that a teacher or adult has told me or allowed me to use
* Tell my teacher immediately if:
	+ I click on a website by mistake
	+ I receive messages from people I don’t know
	+ I find anything that may upset or harm me or my friends
* Use school computers for school work only
* Be kind to others and not upset or be rude to them
* Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly
* Only use the username and password I have been given
* Try my hardest to remember my username and password
* Never share my password with anyone, including my friends
* Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer
* Save my work on the school network
* Check with my teacher before I print anything
* Log off or shut down a computer when I have finished using it

**I agree that the school will monitor the websites I visit and that there will be consequences if I don’t follow the rules.** |
| **Signed (pupil):** | **Date:** |
| **Parent/carer agreement:** I agree that my child can use the school’s ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school’s ICT systems and internet and will make sure my child understands these. |
| **Signed (parent/carer):**  | **Date:** |