



**THE RACKHAM**  
**C OF E PRIMARY SCHOOL**

# Acceptable Use Agreement for Pupils

**Date:** September 2023

## The Rackham C of E Primary School Acceptable Use Agreement

### For Pupils

- I will not send any messages that could be unkind or could upset anyone else.
- I'm aware that all information sent and received through educational school based systems is recorded.
- I will use the school's ICT equipment and tools (including computers, cameras, iPads etc.) for schoolwork and homework. If I need to use the school's computers for anything else, I will ask for permission first.
- I will only delete my own files unless my teacher gives me permission to delete someone else's.
- I will not look at other people's files without their permission.
- I will keep my passwords private and tell an adult if I think someone else knows them.
- I know that my teacher can change my school-based internet resource passwords if needed.
- I will only open email attachments from people who I know or an adult has approved. If I am unsure about an attachment or email, I will ask an adult for help.
- I will not give my own personal details such as surname, phone number or home address or any other personal details that could be used to identify me, my friends or my family.
- If I have to use an online name I will make one up
- I will never post photographs or video clips of people I know without permission and never include names with photographs or videos.

This guidance will be reviewed and agreed in line with Government guidelines by the Governing Body.

### Approved and signed by:

#### Headteacher



Signed:

Date: 7<sup>th</sup> September 2023

#### Chair of Governing body



Signed:

Date: 7<sup>th</sup> September 2023