

## **e-Safety - Acceptable use agreement**

These e-safety rules help to protect students and the school by describing acceptable and unacceptable computer use.

- The school owns the computer network and can set rules for its use.
- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email and social networking, and that ICT use may also include personal ICT devices when used for school business.
- I understand that it is a criminal offence to use a computer or network for a purpose not permitted by the school.
- I understand that the irresponsible use of the network and internet will result in the loss of network or internet access, and the school may instigate additional sanctions. For serious breaches, the school may involve the police.
- I agree that network access must be made via the user's authorised account and password, which must not be given to any other person.
- I understand that users may not install or run software on the network.
- I understand that all network and internet use must be appropriate to education.
- I agree that all copyright and intellectual property rights must be respected.
- I understand that all messages shall be written carefully and politely, particularly as e-mail could be forwarded to unintended readers.
- I understand that anonymous messages and chain letters are not permitted.
- I understand that I must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- I agree to use school managed blogs, wikis and discussion groups appropriately and politely.
- I understand that the school ICT systems may not be used for private purposes, unless the Headteacher has given specific permission.
- I agree that any inappropriate access to materials on the network or internet will be reported to a teacher.
- I understand that I must be socially responsible with regard to using the internet and other communication technologies, including treating others with respect, and reporting instances of online bullying.

The school may exercise its right to monitor the use of the school's computer systems, (including access to websites, the interception of e-mail and the deletion of inappropriate materials) where it believes unauthorised use of the school's computer system may be taking place, or that the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

## **e-Safety rules**

**All pupils use computer facilities including internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-safety rules have been understood and agreed.**

***Pupil:***

***Form:***

### **Pupil's agreement**

- I have read and I understand the school e-safety rules.
- I will use the computer, network, mobile phones, internet access and other new technologies in a responsible way at all times.
- I know that network and internet access may be monitored.

***Signed:***

***Date:***

### **Parent's consent for web publication of work and photographs**

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rules.

### **Parent's consent for internet access**

I have read and understood the school e-safety rules and give permission for my son/daughter to access the internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the internet. I agree that the school is not liable for any damages arising from use of the internet facilities.

***Signed:***

***Date:***

***Please print name:***