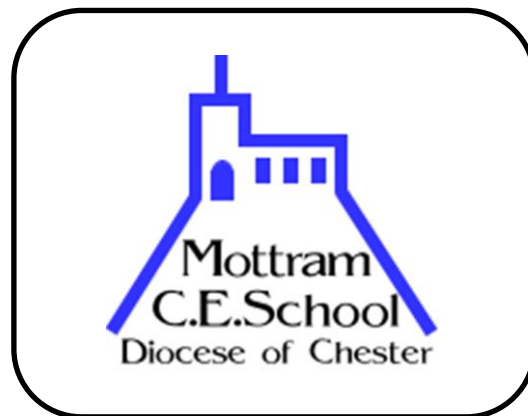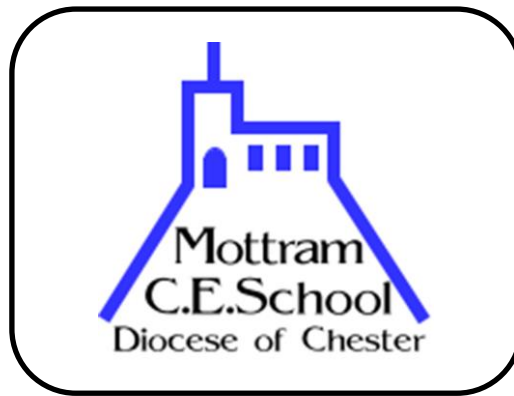# Mottram CE Primary School
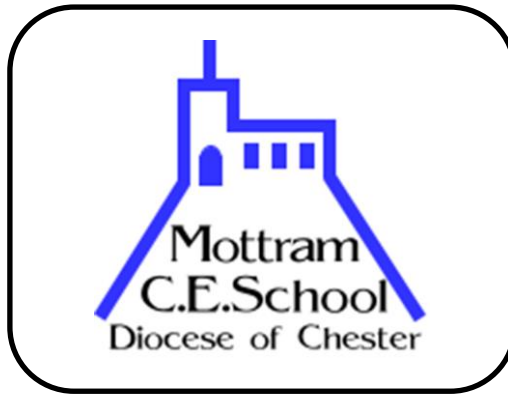

Acceptable Use Agreement
Primary Pupils

Agreement/E-safety rules

- I will use ICT in school only for studying purposes.

- When e-mailing, I will use my class or school e-mail address.

- I will not share my ICT passwords.

- I will only delete or open my own files.

- I will only open e-mail attachments from people known to me or people who my teachers have approved.

- I will make sure ICT communication with other pupils and adults is polite and responsible.

- I will not send pupils or adults any content which is unpleasant. If I find something like this, I will report it to my teacher.

- I will not share details of my name, phone number or address.

- I will not meet someone unless it is part of a school project and/or a responsible adult is present with me.

- I am responsible for my behaviour while using ICT.

- I will not upload images, sound, video or text content that could upset pupils, staff and others.

- 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.

- If I see something online that makes me feel uncomfortable, I will inform my class teacher.

- If I bring a mobile phone or other device into school, it **must** be left in the office during the day.

Dear Parent/Carer

The use of ICT including the internet, e-mail, mobile, social networking etc. has become a crucial part of learning and we want all pupils to be safe and responsible while using these valuable resources.

Please discuss these e-safety rules with your child and return the slip at the bottom of this page by Monday 25th January 2016. If you have any concerns or would like some explanation please contact Mrs Esther Bland, Headteacher.

Unfortunately if you do not return this slip your child will not be able to access the internet from school.

✂---

Parent/Carer signature

We have discussed this and

……………………………………......... (child's name) agrees to follow the e-safety rules and to support the safe use of ICT at Mottram CE Primary School.

Parent/Carer signature

………………………………………………

Child's class ……………………………. Date ……………………