

As part of our E-safety policy, we have worked with the pupils in creating an agreement of acceptable usage of ICT. Together, we decided that both pupils and parents should read and agree the following conditions before being allowed to use school ICT network to access the internet and shared resources.

Any failure to follow the conditions set out below will result in some level of consequence dependent on the severity. The school will ultimately follow guidelines set out in the school behaviour policy, but it could also mean that the child is withdrawn from ICT access until such a time parents and teachers are able to meet and resolve any issues surrounding incorrect use of ICT. In extreme cases, the inclusion of local police force may be deemed necessary.

It is also expected that pupil network access is monitored to ensure that systems are being used in a responsible manner. Communications of any kind across the network may be saved and stored for future reference

## Our agreement conditions:

- Pupils must not search for, or create and send/share any materials that could be viewed as being inappropriate or offensive to others
- It is expected that pupils do not send/post/say inappropriate language either across the school network, via social media sites or on remote platforms, and that no language is used that may cause offense or incite hatred or harm in any way
- Pupils must not access or use devices brought from home during normal school hours unless stated otherwise
- Pupils will not attempt to access or change any files/folders that do not belong to them or that are not shared directly with them from the network administrator
- Pupils are not to share personal details such as logins or passwords with anyone else
- ICT equipment is to be used in a responsible way so that no damage is caused by incorrect or inappropriate use
- Emails and other forms of communications handled by the school will be monitored and if necessary 'access granted' in order to ensure the safety and wellbeing of pupils and to retrieve evidence of inappropriate use (if necessary)
- The pupil is expected to log off after using school devices and to stop using a device immediately if it appears to be logged into by somebody else
- Pupils must not attempt to visit sites that are illegal/inappropriate
- It is expected that no pupil is to bring in files from outside of the school without prior arrangement with a member of staff or without supervision
- Pupils must not attempt to download and install any programs from the internet or storage devices
- If a pupil accidentally accesses sites or resources that contain inappropriate or offensive material, they are expected to SHUT THE LID, TELL AN ADULT immediately
- If a pupil is witness to any misuse, they are expected to report it to the nearest teacher or member of staff immediately

Even though we know that modern ICT devices/technologies can give us unlimited benefits, we are striving to ensure that our school is as safe as it possibly can be, and feel that responsible use of ICT is an essential part in this.

We would like you and your child to read through this agreement together and ask you to support your child to enjoy ICT both in and out of school in a safe environment. Monitoring your child's use of their devices out of school, will help us to keep up this consistency of safe usage.



**Parent declaration:**

I agree with, and support the 'Acceptable use of ICT' agreement.

Pupil Signature .....

Parent Signature .....

Date.....