



## YSGOL BWLCHGWYN C.P.

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### **Pupil & Parent Acceptable Use of ICT Agreement/E-Safety Rules**

#### Pupils:

- I will only use ICT in school for school purposes.
- I will only use my class e-mail address or my own school e-mail address when e-mailing.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will not bring software, CDs or ICT equipment into school without permission.
- I will only use the Internet after being given permission from a teacher.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be upsetting or not allowed at school. If I accidentally find anything like this, I will close the screen and tell a teacher immediately.
- I will not give out my own details such as my name, phone number or home address.
- I will not use technology in school time to arrange to meet someone unless this is part of a school project approved by a teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I know that the school may check my use of ICT and monitor the Internet sites I have visited, and that my parent/carer will be contacted if a member of school staff is concerned about my eSafety.

#### Parents:

- In the event of parents/carers wanting to take photographs for their own personal use, the school will request that photographs/videos taken are of their own children only. Photos/videos that include images of other children must not be shared online unless permission has been granted from the parents of the other children.
- As a parent, I support school safeguarding policies and I will ensure that I monitor my child's use of the internet (including social networking) outside of school. I will act as a positive role model to my child by ensuring that I use social networking sites responsibly.

ICT, including the internet, e-mail and mobile technologies, has become an important part of learning in schools. We expect all children to be safe and responsible when using any ICT.

Please read and discuss with your child the E-Safety rules overleaf and return this sheet signed by both you and your child. If you have any concerns or would like some explanation please contact your child's class teacher.

This Acceptable Use of ICT Agreement is a summary of our E-Safety Policy which is available upon request.

Yours sincerely,

*D. R. Williams*  
Headteacher

Pupil:

*I have read, understood and agreed with the Rules for Acceptable use of ICT.*

Name ..... (child)

Signed ..... (by child or on behalf of, for younger children)

Parent's/Carer's Consent for Internet Access :

- *I have read and understood the school rules for Acceptable Use of ICT and give permission for my son / daughter to access the Internet in school.*
- *I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials.*
- *I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.*
- *I agree that should my son/daughter need to access e-portfolio at home or anywhere else, that I will take all reasonable precautions to ensure he/she cannot access inappropriate materials and that he/she will use the computer in an appropriate manner.*
- *I have read and understood the school's parental code of conduct for social networking and agree to abide by it.*

Signed..... (parent/carer) Date.....