

Appendix 1: EYFS and KS1 acceptable use agreement (children and parents/carers)

ACCEPTABLE USE OF THE ACADEMY'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR CHILDREN AND PARENTS/CARERS

Name of pupil:

When I use the academy's ICT systems (like computers) and get onto the internet in academy I will:

- Ask a teacher or adult if I can do so before using them
- Only use websites that a teacher or adult has told me or allowed me to use
- Tell my teacher immediately if:
 - I select a website by mistake
 - I receive messages from people I don't know
 - I find anything that may upset or harm me or my friends
- Use academy computers for academy work only
- Be kind to others and not upset or be rude to them
- Look after the academy ICT equipment and tell a teacher straight away if something is broken or not working properly
- Only use the username and password I have been given
- Try my hardest to remember my username and password
- Never share my password with anyone, including my friends
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer
- Save my work on the academy network
- Check with my teacher before I print anything
- Log off or shut down a computer when I have finished using it

I agree that the academy will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

Parent/carer agreement: I agree that my child can use the academy's ICT systems and internet when appropriately supervised by a member of academy staff. I agree to the conditions set out above for children using the academy's ICT systems and internet, and will make sure my child understands these.

Signed (parent/carer):

Date:

Appendix 2: KS2, (children and parents/carers)

ACCEPTABLE USE OF THE ACADEMY'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR CHILDREN AND PARENTS/CARERS

Name of pupil:

I will read and follow the rules in the acceptable use agreement policy.

When I use the academy's ICT systems (like computers) and get onto the internet in academy I will:

- Always use the academy's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I've finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the academy's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into academy:

I understand I am not permitted to use it on site and must give it to the class teacher to look after during the school day.

I agree that the academy will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

Parent/carer's agreement: I agree that my child can use the academy's ICT systems and internet when appropriately supervised by a member of academy staff. I agree to the conditions set out above for children using the academy's ICT systems and internet, and for using personal electronic devices in academy, and will make sure my child understands these.

Signed (parent/carer):

Date: