

Acceptable Use of ICT Agreement



Primary School Students

- I will only use the school ICT equipment for learning in school and with my teachers' permission.
- I will keep my password and login private.
- I will not interfere with anyone else's passwords, logins settings or files on the computer.
- I will not interfere with or delete other people's work or files.
- I will always seek permission before downloading material from the internet or using materials I have brought into school because I understand the risks from virus infections.
- I will be careful when opening emails from people I do not know and I will ask an adult if I am unsure whether to open it.
- I understand that I should only publish material on the internet that is my own work.
- I know I need permission to take someone's photograph or video them.
- Any messages I post on within the BSM network or domain will be polite and responsible.
- I will not send or forward messages or create material which is deliberately intended to cause upset to other people.
- I will inform an adult if I see or receive any unpleasant material or messages.
- I know I must take care about giving away my personal information and making contact with people I do not know using the internet. I will not give out my personal details.
- I understand that the school may check my use of ICT and contact my parents if they are concerned about my e-Safety.
- I understand that if I do not follow these rules I may not be allowed to use the school computers or access the internet for a period of time and that this may apply even if the activity was done outside school.
- I will only use my school email address when using email in school.
- I will not give out my personal details, such as my name, address, school or phone number without my parents' permission.
- I understand that meeting people in real life who I first met online is dangerous. If someone is asking to meet me in real life I will inform my parents or guardians immediately. I will not arrange to meet them by myself.
- I will be careful with keyboards, mice, headphones and all other equipment, and when turning a computer on or off.

I understand that this policy is an extension of the expectations and responsibilities of the Home School Agreement.