












# **Toll Bar Primary School**

## **Pupil Acceptable Use Agreement / e-Safety Rules**








### Using the computers:

-  I will only use ICT in school for school purposes.
-  I will not tell other people my ICT passwords.
-  I will only open/delete my own files.
-  I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
-  I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
-  I will not bring in cd's / memory sticks etc. from home and try to use them on the school system.

### Using the internet:

-  I will ask permission before using the internet.
-  I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
-  I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my e-Safety.
-  I will not complete and send forms without permission from my teacher.
-  I will not give my full name, home address or phone number when completing forms.

### Using e-mail:

-  I will ask permission before checking any email.
-  I will only use my class email address or my own school email address when emailing, (KS2)
-  I will only email people I know or who my teacher has approved, and I will not open attachments.
-  I understand that email messages I send or receive may be read by other people.
-  I will immediately report any unpleasant messages sent to me.
-  I will not give out my own details such as my name, phone number or home address.
-  I will not use email to arrange to meet someone outside school hours.