# Acceptable Use Agreement: Pupils - Primary

**Primary Pupil Acceptable Use**

* I will only use ICT in school for school work and to help me communicate.
* I will only use my school e-mail address.
* I will only open e-mail attachments from people I know, or who my teacher has approved.
* I will only open/delete my own files.
* I will make sure that all ICT contact with other children and adults is kind and sensible.
* I will not deliberately look for, save or send anything that could be unpleasant or nasty or deliberately upload or add any images, video, sounds or text that could upset someone else. If I accidentally find anything like this I will tell a teacher or teaching assistant immediately.
* I will not give out my own details such as my name, phone number or home address.
* I will not arrange to meet someone online; if someone asks to meet me I will tell an adult straight away.
* 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 eSafety.

School logo

Dear Parent/ Carer

ICT including the internet, e-mail and mobile technologies are an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.   
  
Please read and discuss these eSafety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact Michelle Parkes, eSafety co-ordinator.

**✂**

**Parent/ carer signature**

We have discussed this and ……………………………………..........(child name) agrees to follow the eSafety rules and to support the safe use of ICT at Hebden Green School.

Parent/ Carer Signature …….………………….………………………….

Class …………………………………. Date ………………………………

# Acceptable Use Agreement: Pupils - Secondary

* I will only use ICT systems in school, including the internet, e-mail, digital video, and mobile technologies for school purposes.
* I will not use any piece of personal equipment to take photographs.
* If I bring in an iPod or MP3 player I will use these to listen to music with my friends using a docking station where appropriate. I understand that this equipment is my responsibility.
* (Key Stage 4 only) If I bring a mobile phone into school I will not use it to make calls/ text and I will not use it to take photographs at any time.
* I will not download or install software on school technologies.
* I will only log on to the school network, other systems and resources as a pupil.
* I will only use my school e-mail address.
* I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
* I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
* I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
* I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone.
* I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
* I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
* I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted.

School logo

Dear Parent/ Carer

ICT including the internet, e-mail, mobile technologies and online resources are an important part of learning in our school. We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of eSafety and know how to stay safe when using any ICT.  
  
Pupils are expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their class teacher or Michelle Parkes, eSafety coordinator.

Please return the bottom section of this form to school.

**✂**

**Pupil and Parent/ carer signature**

We have discussed this document and ……………………………………..........(pupil name) agrees to follow the eSafety rules and to support the safe and responsible use of ICT at Hebden Green School.

Parent/ Carer Signature …….………………….………………………….

Pupil Signature……………………………………………………………….

Form …………………………………. Date ………………………………

# Acceptable Use Agreement: Staff, Governors and Adult Visitors

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff and other adults who have access to use the school’s computer system and peripherals such as mobile devices, iPads, and digital cameras, are expected to sign this policy and adhere at all times to its contents.

Any concerns or clarification should be discussed with Michelle Parkes, Deputy Head or Alison Ashley, Headteacher.

* I will only use the school’s computers/ laptops/ iPads/ digial cameras/ email / internet / website and any related technologies for professional purposes or for uses deemed ‘reasonable’ by the Head or Governing Body.
* I will comply with the ICT system security and not disclose any passwords.
* I will ensure that all electronic communications with pupils, parents and staff are compatible with my professional role.
* I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.
* I will only use the approved, secure e-mail system(s) for any school business.
* I will only use Social Media sites for non-professional reasons, including not uploading any picture taken within school (unless given permission by a member of the SLT) and will ensure that photos and posts do not undermine my status as a professional
* I will not install any hardware of software without permission of the SLT.
* I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
* Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.
* I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
* I understand that all my use of the Internet and other related technologies can be monitored and logged.
* I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
* I will support and promote the school’s e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.

**User Signature**

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school

Signature …….………………….………… Date ……………………

Full Name ………………………………….........................................(printed)

Job title ……………………………………………………………………