



Elmstead Primary School
Pupil Acceptable Use
Agreement and eSafety Rules



- ✓ I will only use ICT in school for school purposes.
- ✓ I will only use my e-folio email address when emailing.
- ✓ I will only open email attachments my teacher has approved.
- ✓ I will not tell other people my ICT password/s.
- ✓ 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 always ask an adult if I have permission to copy an image or text into my work.
- ✓ I will not 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 will not give my own details, such as my name, phone number or address to ANYONE.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ✓ I know that my use of ICT can be checked and that my parent/carer will be contacted if a member of school staff is concerned about my eSafety.
- ✓ I know that if I use ICT inappropriately it could result in a temporary or permanent ban.

Pupil name: _____

I have read and understand the rules above. I understand that they are to keep me safe.

This means I will use the computers, Internet, e-mail, e-folio, digital cameras, and other ICT in a safe and responsible way.

I understand that the school can check my computer files, and the Internet sites I visit, and that if they have concerns about my safety, they will take appropriate action.

Pupil's signature _____ Date; _____