



Newdigate Primary School & Nursery Acceptable Use Agreement

- I will only use ICT in school for school purposes.
- I will only use ICT equipment which belongs to the school
- If in Year 5 or 6 I will give any mobile phone I bring into school to the Main Office and collect it at the end of the day. This must be accompanied with written parental permission and the school cannot accept responsibility for any loss or damage.
- I will only use my class e-mail address or my own school e-mail address when e-mailing.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- 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 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 will not give out my own details such as my name, phone number or home address when online. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- 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 know that my use of ICT is checked and that my parent / carer contacted if a member of school staff is concerned about my e-safety.

Signed: _____ **(child)**

Class : _____ **Date:** _____

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Dear Parent/Carer

ICT including the internet, e-mail and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

In school our School Council 'Online Safety Savers' have discussed this information with the children and then they have signed this agreement in class. Please read and discuss these e-safety 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 myself or Mrs Marrow.

Yours sincerely,
Mr Vasey

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We have discussed this and(child name) agrees to follow the e-safety rules and to support the safe use of ICT at Newdigate Primary School and Nursery.

Parent/carers signature

Class Date

