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**PUPIL ACCEPTABLE USE AGREEMENT AND E-SAFETY RULES**

When using the school's Computing and ICT equipment and other information systems, I have understood and will comply with the following statements:

* I will only go on the internet using my own username and password.
* I will not share my username or password with anybody else.
* I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I see anything like this I will tell my teacher immediately.
* I will not try and get to any websites that the school has blocked access to.
* I will make sure I take care of any school-owned Computing and ICT equipment that I use.
* I will not install any software on school computers.
* I know that my use of Computing and ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my safety.
* I will not eat or drink while using school-owned Computing and ICT equipment.

**Social Media**

* I know that some websites and social networks have age restrictions and I should not use them.
* I will not say nasty or hurtful things about any member of our school online.
* I will not give away any of my personal details (full name, age, date of birth, sex, address etc.) or the personal details of other users in school, over the internet. This includes photographs or video images of me, other pupils or members of staff.
* I will never arrange to meet anyone I have only met online unless a trusted adult is with me.
* If I see any hurtful comments about the school, staff or pupils I will report them to a member of staff.

**Managing Digital Content**

* I will only use school-owned equipment to create pictures, video and sound. Pictures, video and sound will not be taken without asking permission first.
* I will not publish anything online, e.g. images or pictures, without asking my teacher.

**Email**

* I will take care in opening any attachments sent by email. I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
* When sending emails I will make sure that they are polite and sensible.

**Mobile Phones and Devices**

* I will not bring my mobile phone, smart phone or tablet into school unless my parents have made an agreement with the headteacher.
* I will not take pictures, videos or other recordings in school on my mobile device.

**Agreement**

I agree to follow the rules set out in this Acceptable Use Agreement.

Pupil Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_