



CARGILFIELD

Acceptable Use Agreement/E-Safety Rules – Upper School

All children use computer facilities including Internet access as an essential part of learning. Children are asked to show that the E-safety rules have been understood and agreed. These rules are set down for your safety. Please follow them carefully and fill in your details at the bottom.

- ✓ I will only use ICT in school for school purposes.
- ✓ I will only use my class email address or my own school email address when emailing.
- ✓ I will only open email 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 copy or plagiarise work using the Internet.
- ✓ I will only use a mobile phone at school when I have gained full permission from a member of staff. When using a mobile phone, I will do so responsibly and not use it for any other purpose other than calling home.
- ✓ 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 deliberately sign in to someone else's account
- ✓ I will not deliberately download software of any kind from the internet and attempt to install it.
- ✓ I will not deliberately try to damage the school network or computing equipment.
- ✓ I will not put the school's reputation at risk by being irresponsible with my ICT use.
- ✓ I will not give out my own details such as my name, phone number or home address. 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 can be checked and that my parent/carer contacted if a member of school staff is concerned about my E-Safety.
- ✓ I will treat all ICT equipment in the school with great care and remember to tidy up and put things away in the correct place after using them.
- ✓ When using the iPads, I will be very careful when carrying or lifting them. I will not play with the settings and report any problems to my teacher immediately.
- ✓ I will use the iPads responsibly and appropriately.

Pupil signature

I have read through and discussed the Acceptable Use/E-Safety rules with my teacher and I agree to follow the E-Safety rules and to support the safe use of ICT at Cargilfield.

First Name: **Surname:**

Form Class: **Date:**