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**Primary Pupil Acceptable Use Policy**

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| Date of last review: | ****May 2017**** | Review period: | ****2 years**** |
| Date of next review: | ****May 2019**** | Owner: | ****DFO**** |
| Type of policy: | ****Academy**** | LAB or Board approval: | ****Board**** |

**Primary Pupil Acceptable Use**

**Agreement / E-Safety Rules**

* I will use ICT in school only for studying purposes.
* When e-mailing, I will use my class or school e-mail address.
* I will not share my ICT passwords.
* I will only delete or open my own files.
* I will only open e-mail attachments from people known to me or people who my teachers have approved.
* I will make sure ICT communication with other pupils and adults is polite and responsible.
* I will not send pupils or adults any content which is unpleasant. If I find something like this, I will report it to my teacher.
* I will not share details of name, phone number or address. I will not meet someone unless it is part of a school project and a responsible adult is present with me.
* I am responsible for my behaviour while using ICT
* I will not upload images, sound, video or text content that could upset pupils, staff or others.
* 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.
* If I see something online that makes me feel uncomfortable, I will inform my class teacher.

Dear Parent / Carer

Since the use of ICT including the use of internet, e-mail, mobile, social networking etc. have become a crucial part of learning, we want all pupils to be safe and responsible while using these valuable resources.

Please 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 XXXXX.

**✂**

**Parent / carer signature**

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

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

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