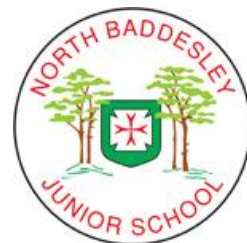


# North Baddesley Junior School

## Acceptable Use Agreement for ICT (Pupils)



- I will only use ICT equipment with permission (this includes cameras; computers; microphones; video cameras; scanners, i-pads and printers).
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible, including the use of social media sites when OUTSIDE of school.
- At school, I understand I need to be supervised by an adult when using the internet.
- I understand that I should not click on any unfamiliar pop-ups. If I see one I should tell my teacher and will only open email attachments from people I know or who my teacher has approved.
- I will not copy text from the internet and submit it as my own work.
- I will only use my class email address and my own school email address for school purposes and will not give out my address, email or phone number to anyone.
- If I find anything that I do not like on the internet, I will tell my teacher if I am at school, or a parent/guardian if I am at home.
- I will not deliberately look for, save or send anything which could be deemed unpleasant or nasty.
- I will not tell other people my ICT passwords.
- I will not arrange to meet anyone on line.
- If I know that another child is misusing the equipment or technology then I will report it to my class teacher.
- I understand that teachers in the school will not reply to me personally if contacted by any external e-systems (e.g. e-mail, social media), and will respond only within our closed systems such as Class Dojo or Google Classroom.
- I know that my use of ICT can be checked and that my parent/carer will be contacted if a member of staff is concerned about my e-safety.
- If it is essential to bring in a mobile phone for safety reasons, it must be handed in to school staff at the start of the school day, and collected at the end of the school day. Any phone seen, heard or used during the day will be confiscated and will require collection by an adult at the end of the school day.

Signed by:

Name:

Date:

Revision for September 2022