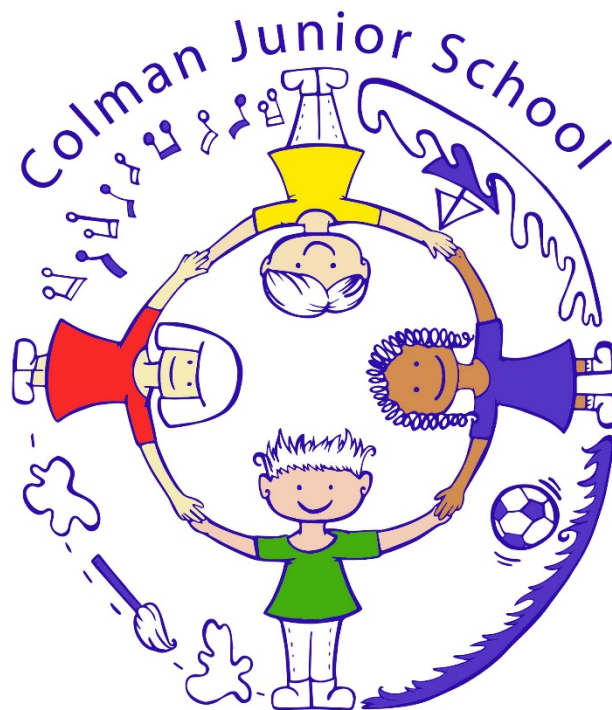


Colman Junior School

Acceptable Use Agreement



E-safety rules

At Colman Junior School, pupils are expected to:

- Only use ICT on the school premises for the purpose of learning set by a teacher.
- Only use the school e-mail address when sending or receiving emails.
- Only open email attachments from people known to them or people who the teachers have approved.
- Make sure ICT communication with other pupils and adults is polite and respectful.
- Inform an adult of anything they see online which makes them feel uncomfortable, such as inappropriate images or the use of offensive language
- Understand that their use of ICT can be checked and that parents/carers will be contacted if a member of school staff is concerned about a pupil's e-safety.
- Look after ICT equipment and treat it with respect.
- Hand in any personal devices brought to school at the start of the day.

Pupils will not:

- Try to bypass the internet settings and filtering system.
- Share account passwords.
- Delete or open other people's files and documents.
- Use other people's accounts.
- Deliberately alter the settings on a computer or other device.
- Share or upload any content which is inappropriate or could upset pupils, staff and others.
- Share details of their name, phone number or address.
- Meet someone they have contacted online, unless it is part of a school project and/or a responsible adult is present.
- Download material without first asking a teacher's permission.
- Try to install software onto the school network.
- Use own devices on school premises.

Parents will:

- Support and uphold the school's rules regarding the use of school ICT systems.
- Act in accordance with the school's policy when using the internet in relation to the school, its employees and pupils.