

# Acceptable Usage Policy - Primary pupils and parents

## Le Cateau CP School

This is the acceptable usage policy for our school. The purpose of this policy is to promote positive and responsible network and Internet behaviour. Please read carefully and sign at the bottom to show you agree to these terms. If you do not sign and return this form you will not be able to use the schools' IT systems.

### For pupils:

- I will only use the school Internet and network for my school work or when a teacher has given permission.
- I will only use my school email address when using email in school.
- I will be careful when opening emails from people I don't know and I will ask an adult if I'm unsure whether to open it.
- I will not share my Internet or network passwords.
- I will not look at or delete other people's work or files.
- I will make sure all my contact with other people at school is responsible. I will not cyber-bully pupils or teachers.
- I will not look for or look at unpleasant or rude web sites. I will check with a teacher if I think a website might be unsuitable.
- I will not give out my personal details, such as my name, address, school or phone number on the Internet. I won't meet people I've met on the Internet unless I have told my parents and they come with me.
- I will not upload or download any pictures, writing or movies which might upset people or make other people think the school is a bad place.
- I will not try to install software onto the school network because it might have a virus on and cause a lot of damage. Instead I will ask a teacher for advice.
- I will be careful with keyboards, mice, headphones and all other equipment, and when turning a computer on or off.
- I know that everything I do on the computers at school is recorded and that the school can talk to my parents if a teacher is worried about my online safety.
- I will try to follow these rules all the time because I know they are designed to keep me safe.
- Images of pupils will only be taken, stored and used for school purposes in line with school policy. Images will only be used on the Internet, in the press, or in media, with permission.

### For parents:

- I agree to support and uphold the principles of this policy in relation to my child and their use of the Internet, at home and at school.
- I agree to uphold the principles of this policy in relation to my own use of the Internet, when that use is related to the school, employees of the school and other students at the school.

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

Signed - Parent/Guardian: \_\_\_\_\_

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