



Sedbergh Primary School

ICT Acceptable Use Agreement – E-Safety

These guidelines are designed to keep children safe when using digital technologies when in school. However, they also provide a recommended framework for safe ICT use at home.

- ★ I will only use ICT in school for school purposes.
- ★ I will only use my class e-mail address or my own school e-mail address when e-mailing.
- ★ I will only open e-mail 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 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 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 will be contacted if a member of school staff is concerned about my E-Safety.



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ICT Acceptable Use – Pupil and Parent/Carer Agreement

We have discussed this agreement and (child name) agrees to follow the E-Safety rules and to support the safe use of ICT at **Sedbergh Primary School**.

Parent/Carer Name		Pupil's class	
Signed (Parent/Carer)		Date	
Signed (Pupil)		Date	