



**Pupil Acceptable User Agreement**  
**Safety Rules and E-Safety Rules**

1. I will be responsible for my behaviour and/or actions when using any ICT equipment.
2. If I feel unsafe or worried when using any ICT, I will ask for help and tell my teacher or an adult in school, or someone I trust at home.
3. I will only use ICT in school for school purposes with the permission of a teacher.
4. I will support the school approach to e-safety and not deliberately upload or add any images, video, sounds or text that could upset any member of our school community.
5. I will not tell other adults or children my password.
6. I will only open/delete my own files with the permission of a teacher.
7. I will make sure that all ICT contact with other children and adults is responsible, polite, sensible and safe.
8. I will not deliberately look for, save or send anything that is nasty, unpleasant or rude.
9. If I accidentally view something nasty, unpleasant or rude I will turn off the monitor and tell an adult straight away.
10. I will not give out my own details such as my home phone number, mobile phone number or home address in an e-mail or arrange to meet someone I don't know (unless it is part of a school project approved by my teacher and a responsible adult comes with me).
11. I will use my school allocated e-mail address in school and only use it to open my e-mails. I will use it at home sensibly and with permission from an adult.
12. I will only open any e-mail attachments from people I know or someone my school has approved.
13. I will 'log off' at the end of a session on a computer or a mobile device
14. 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 E-safety.