**Appendix 1: acceptable use agreement (pupils and parents/carers)**

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| **Acceptable use of the school’s ICT systems and internet: agreement for pupils and parents/carers** |
| **Name of pupil:**  |
| **When using the school’s ICT systems and accessing the internet in school, I will not:** Use them for a non-educational purposeUse them without a teacher being present, or without a teacher’s permissionAccess any inappropriate websitesAccess social networking sites (unless my teacher has expressly allowed this as part of a learning activity)Use chat roomsOpen any attachments in emails, or follow any links in emails, without first checking with a teacherUse any inappropriate language when communicating online, including in emailsShare my password with others or log in to the school’s network using someone else’s detailsGive my personal information (including my name, address or telephone number) to anyone without the permission of my teacher or parent/carerArrange to meet anyone offline without first consulting my parent/carer, or without adult supervisionIf I bring a personal mobile phone or other personal electronic device into school:I will put it into my locker as requested at the beginning of the school day and expect for it to be returned at the end of the school day.I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating onlineI agree that the school will monitor the websites I visit.I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.I will always use the school’s ICT systems and internet responsibly. |
| **Signed (pupil):**  | **Date:** |
| **Parent/carer agreement:** I agree that my child can use the school’s ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school’s ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these. |
| **Signed (parent/carer):**  | **Date:** |