



# Acceptable Use Agreement.

---

# Online safety rules

At Mulbarton Primary School, pupils **are expected to:**

- Only use ICT on the school premises for studying purposes.
- Use the class or school email 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 responsible.
- Be responsible for their behaviour while using ICT.
- Inform their class teacher of anything they see online which makes them feel uncomfortable.
- 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 safety.
- Be careful when using computer equipment and treat it with respect.
- Abide by the rules regarding bringing personal devices into school.
- Seek the advice of a teacher before downloading material.

Pupils will **not:**

- Try to bypass the internet settings and filtering system.
- Share passwords.
- Delete or open other people's files and documents.
- Use other people's accounts.
- Send any content which is unpleasant. If something like this is found, such as inappropriate images or the use of offensive language, pupils will report it to their teacher.
- 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.
- Upload images, sound, video or text content that could upset pupils, staff and others.
- Try to install software onto the school network.

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.
- Only use photos of their own child taken at school events for their own personal use. i.e: images are not to be put on social media sites.



Mulbarton Primary School  
The Common  
Mulbarton  
Norfolk  
NR148JG

Dear Parent/carer,

### Acceptable use agreement

The use of ICT, including the internet, email, mobile, social networking etc. has become a crucial part of learning and we want all pupils to be safe and responsible while using these valuable resources.

Please discuss these safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some clarification, please contact Mrs Hall.



### Parent/Carer signature

We have discussed the Acceptable Use Agreement and .....(child's name) agrees to follow the safety rules and to support the safe use of ICT at Mulbarton Primary School.

Parent/Carer signature:

Child's class:

Date: