

**Please make sure that you keep yourself safe at home when you are using the internet, computer or social media.**

**If you do experience any problems or want to raise a concern about any of the above then contact the school directly.**

**Remember to follow the rules below.**

## **Pupil Acceptable Use of ICT Agreement/ e-Safety Rules**

- ☐ I will only use ICT in school for school purposes.
- ☐ I will only open e-mail attachments from people I know, or who my teacher has approved.
- ☐ I will not tell other people my password.
- ☐ I will only open / delete my own files.
- ☐ I will not bring software, CDs, DVDs or ICT equipment into school without permission.
- ☐ I will only use the internet after being given permission from a teacher.
- ☐ 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 upsetting or not allowed at school.  
If I accidentally find anything like this, I will close the screen and tell a teacher / adult immediately.
- ☐ I will not give out my own details such as my name, phone number or home address.
- ☐ I will never arrange to meet someone I do not know, even if I have messaged them online.
- ☐ I will be responsible for my behaviour when using ICT because I know that these rules keep me safe.
- ☐ I know that the school may check my use of ICT and monitor the internet sites I have visited and that my parent/carers will be contacted if a member of school staff is concerned about my e-safety.

# BRENTSIDE PRIMARY ACADEMY

Putting Children First

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