



# Acceptable Use of ICT Agreement for Pupils

	<p>I will look after school ICT equipment and tell a teacher straight away if something is broken or not working properly.</p> <p>I will log off or shut down a computer when I have finished using it.</p> <p>The only people who I will tell my password to are my parents and teachers.</p> <p>I will use school computers just for work my teacher has told me I can do</p> <p>I will always be polite to people when using the school learning platform, Google Classroom, chat and emails.</p>
	<p>I will take care to save my work properly every lesson and I will save only schoolwork on the school computer</p> <p>I will not change or delete anyone else's work.</p> <p>I will always check with my teacher before printing.</p>
	<p>I will always use what I have learned about e-safety (being safe online and using technology) to keep myself safe and will tell a trusted adult if something makes me worried or unhappy.</p>
	<p>I will only use my school email account in school.</p> <p>I will not open emails from people I don't know without checking with my teacher.</p> <p>I will not open any email attachments without checking with my teacher.</p>
	<p>I will only go on websites that my teacher tells me to.</p> <p>I will tell my teacher straight away if I go on a website by mistake.</p> <p>I will not look for, save or send anything that is rude, nasty or mean.</p> <p>I will tell a teacher straight away if I see a website or anything on the computer that makes me worried.</p>

Updated: May 2023

- ✓ I understand these rules, and know that they are to keep me safe.
- ✓ I understand that all of my work on school ICT equipment can be seen.
- ✓ I know that if an adult at school is worried about my eSafety, they will tell my parents.

**Signature:**