



Moulton Primary School

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January 2016

Dear Parents and Carers,

Children have more access than ever before to many types of internet communication, at school and at home. This may range from talking to family on *Skype*, messaging friends, playing games on-line to researching a topic for homework! E-safety involves making sure that our children know the advantages and disadvantages of using this technology and that they become safe, respectful and responsible users of it.

ICT, including the internet, e-mail and mobile technologies, is a regular feature of learning in our school and we expect all children to behave in a safe and responsible way when using any ICT. We also have rigorous safeguarding systems in place in school to make sure that children are protected from inappropriate material and would highly recommend that you have similar measures in place at home to protect and support your children.

Please read and discuss the following E-safety rules with your child and return the reply slip to your child's class teacher to show that your child understand the school's **Acceptable Use Policy**.

Thank you for your support.

Debbie Bastin
Headteacher
Moulton Primary School



2016 ICT Acceptable Usage Policy

Child's Name: **Class:**

We have discussed this document with our child and we agree to follow the e-Safety rules and support the safe use of ICT at Moulton Primary School.

Parent/ Carer Signature:

Moulton Primary School

Pupil Acceptable Use Agreement E-Safety Rules

- I will only use ICT in school for school purposes
- I will only use my class e-mail address or my own school e-mail address when e-mailing
- I know who to ask for help
- I will not tell other people my ICT passwords
- I will only open or delete my own files
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will only email, chat or go on webcam with people that we know in real life, with permission and supervision from my teachers or parents
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately
- I will not give out my own or others details such as their name, phone number, school details or home address. I will not arrange to meet someone or send my image
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and my parent/carer contacted if a member of school staff is concerned about my safety
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher
- I will not download anything through the school server without permission first.
- I will respect copyright, and not download images / music / videos or files that could break copyright
- I know I can go to www.thinkuknow.co.uk for help