

Abbey School **Acceptable User Agreement for Upper School**

At Abbey School we use an Acceptable User Policy for Upper School learners. This is to allow learners how to develop their skills and knowledge of staying safe online

All learners use computer facilities including internet access as an essential part of learning, as required by the National Curriculum.

Both learners and their parents/ carers are asked to sign below to show that our ICT Safety rules have been understood and agreed.

Pupil Agreement:

- I will ask permission before using the internet.
- I will only use websites that an adult has chosen or if not chosen where a teacher is in supervision.
- I will immediately tell an adult, and turn off my monitor, if I see any web page I am uncomfortable with.
- I will only e-mail people that a teacher has approved and will write e-mails in a polite and friendly manner.
- I will never give out personal information or passwords when using the computer or internet facilities.
- I will not open e-mails sent by anyone that I do not know.
- I will not use chat rooms or social networking sites unless a specific use is approved.
- I will not bring in computer games or files from home unless asked by a teacher.

Pupil Declaration My name is _____ Signature _____

Parent/ Guardian Agreement:

- The school has installed ICT equipment (computers which are connected to the internet) to help with your child's learning. The internet service provider used by this school provides a continually updated, filtered service to attempt to ensure that only acceptable internet sites are available.
- Your Child's teacher will only set ICT work which is related to the curriculum and which will benefit their learning.
- We encourage you to contact the school if you have any concerns regarding your child's use of our ICT provision, and our 'Acceptable use policy' is available from the school office or website.
- Portable storage devices (DVD's, Memory Sticks etc.) from home, cannot be used in school due to virus and licensing implications.
- Occasionally digital images containing children and/or their work will be taken.
- Permission will be sought before these are stored or used in the school. The computers in school can only be accessed through username and password.
- **In addition staff:**
- Supervise children using the internet at all times.
- Check that the sites pre-selected for pupils use are appropriate to the age and maturity of the pupils.
- Are extra vigilant when pupils are undertaking their own research and check that pupils are following the agreed search plan. Please sign and date this form and return it to your child's teacher. Parental Declaration I have read the school's policy for pupil's use of ICT and agree to allow my child to use the resources for the purposes described.

Parent/ carer of _____ Signature _____ Date ____/____/____