

ALL SAINTS'

ICT Responsible User Agreement

These rules will keep everyone safe and help us to be fair to others

- ✓ I will only use the school's computers for schoolwork and homework.
- ✓ I will only delete my own files.
- ✓ I will not look at other people's files without their permission.
- ✓ I will keep my username and password private, but understand that my teacher may need to know it for safety reasons.
- ✓ I will not bring files into school without permission.
- ✓ I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school.
- ✓ I will only e-mail people I know, or my teacher has approved.
- ✓ The messages I send, or information I upload, will always be polite and sensible.
- ✓ I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- ✓ I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.
- ✓ I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me.
- ✓ If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher/responsible adult.

I agree to follow these rules.

Signed: (Child)

Signed: (Parent)

Date:

