



## PUPIL ACCEPTABLE USE POLICY MTPS

- ✓ I will only use ICT in school for school purposes.
- ✓ I will only use my class email address or my own school email address when emailing in school.
- ✓ I will only open email attachments from people I know, or who my teacher has approved.
- ✓ I will keep my usernames and passwords secure, but I understand I can share them with appropriate people. (the girls are taught this in lessons from year 3)
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ If I use my mobile phone to send any malicious or nasty texts (either in or out of school) to another child or member of staff, I understand my parent(s)/carer(s) will be informed and, depending upon severity, other agencies.
- ✓ I will not use a mobile phone to take photos, videos or recordings in school.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this which makes me feel uncomfortable, I will tell my teacher immediately.
- ✓ I will not give out any personal information that can be used to identify me.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe and I will speak to an adult immediately if I have any concerns.
- ✓ I will take care when using computers and transporting technological equipment around.
- ✓ I know that my use of ICT can be monitored and that my parent(s)/carer(s) will be contacted if a member of school staff is concerned about my safety.
- ✓ I understand that if I do not follow these rules I may not be allowed to use the school computers or access the internet for a period of time.

Parent/Guardian Name \_\_\_\_\_

Pupil Name/Class \_\_\_\_\_

Signature \_\_\_\_\_

Pupil Signature \_\_\_\_\_

Date \_\_\_\_\_

Date: \_\_\_\_\_