

## Acceptable use of the internet, emails and computers at Marykirk Primary School

At Marykirk School we understand the importance and benefits of using computers to help with children's learning and personal development. However, we also recognise that safeguards need to be in place to ensure children are kept safe at all times.

Please could parents/carers read and discuss this policy with their child and then sign and return to Marykirk School Office.

- 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 will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my password.
- 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.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- If I accidentally find anything that makes me feel worried or upset I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address.
- I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- 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 that my parent/ carer contacted if a member of school staff is concerned about my e-safety.

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We have discussed the above mentioned policy and ..... (child's name) agrees to support the safe use of ICT at Marykirk School.

Parent/ Carer's Signature .....

Child's Signature .....

Date .....

