



# Welwyn St. Mary's Primary School

## Parent / 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 will only open e-mail attachments from people I know, or who my teacher has approved.
  - I will not tell other people my ICT passwords.
  - I will only open / delete my own file.
- I will make sure that all ICT content with other children and adults is responsible, sensible and polite.
- 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 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 school teacher and an adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules keep me safe.
- I know that my use of ICT can be checked and that my parent / carer will be contacted if a member of staff is concerned about my e-Safety.



## Welwyn St. Mary's Primary School

Dear Parent / Carer

ICT including the Internet, e-mail and mobile technologies, etc, has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these e-Safety rules with your child and return the slip at the bottom of this page.

If you have any concerns or would like some explanation, please do not hesitate to contact Mrs Barber via email on [janebarber@welwynst-marys.herts.sch.uk](mailto:janebarber@welwynst-marys.herts.sch.uk).

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### Parent / carer signature

We have read and discussed the acceptable use agreement.

\_\_\_\_\_ (child's name) class \_\_\_\_\_ agrees to use the school's computer system and Internet in a responsible way to support the safe use of ICT at Welwyn St. Mary's Primary School.

Parent / Carer signature: \_\_\_\_\_

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

Child's signature (if appropriate): \_\_\_\_\_