



Dear Parent/ Carer

October 2018

ICT including the Internet, e-mail and mobile technologies has become an important part of learning in our school. All ICT lessons are fully supported and supervised by staff in school and internet access for the children is filtered.

As the children progress through school and become more independent in their learning they will have access to additional IT resources. This may include registering them for some online accounts and external apps (eg for spelling and times tables practice), for which we will only ever supply your child's first name and last initial. This information will be publically visible to other users.

We expect all children to be safe and responsible when using any ICT. Please read and discuss these eSafety rules with your child and return the slip at the bottom of this page. If you do not sign and return this form your child will not be able to use ICT facilities in school. This agreement will last for the remainder of the time that your child is on roll in our school. (eg. up until the end of Year 6).

- 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 files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- 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 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 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 eSafety.
- I will not take and use any photos, videos or voice recordings of someone else without their consent.

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We have discussed this and .....(child's name) agrees to follow the eSafety rules and to support the safe use of ICT at Alban City School.

Parent/ Carer Signature .....

Class ..... Date .....