Blofield Primary School

ICT Acceptable Use Policy

Reviewed by: Frazer Heasman

Approved by Governors: 7th February 2022

Review: Spring term 2024



Agreement on E-safety rules

- I will use ICT in school only for studying purposes.
- When e-mailing, I will use my class or school e-mail address.

- I will not share my ICT passwords.
- I will only delete or open my own files.
- I will only open e-mail attachments from people known to me or people who my teachers have approved.
- I will make sure ICT communication with other pupils and adults is polite and responsible.
- I will not send pupils or adults any content which is unpleasant. If I find something like this, I will report it to my teacher.
- I will not share details of my name, phone number or address.
- I will not meet someone unless it is part of a school project and a responsible adult is present with me.
- I am responsible for my behaviour while using ICT.
- I will not upload images, sound, video or text content that could upset pupils, staff and others.
- I know that my use of ICT can be checked and that my parent/carer will be contacted if a member of school staff is concerned about my e-safety.
- If I see something online that makes me feel uncomfortable, I will inform my class teacher or member of staff.

Blofield Primary School

North Street
Blofield
Norwich
NR13 4RH
Tel: 01603 713386

Headteacher: Mrs T Doggett
e-mail:head@blofield.norfolk.sch.uk

Insert date

Dear Parent/Carer

The use of ICT including the internet, e-mail, mobile, social networking etc. is a crucial part of learning and we want all pupils to be safe and responsible while using these valuable resources.

Please discuss the attached e-safety rules with your child and return the slip at the bottom of this page. We appreciate that not all of the points are applicable for the younger children in our school. If you have any queries or would like some explanation, please contact Mr Heasman (Computing coordinator).

✂---

<u>E-safety Acceptable Use policy</u>

Parent/carer signature

We have discussed these rules and …………………………………........(child's name) agrees to follow the e-safety rules and to support the safe use of ICT at Blofield Primary School.

Parent/Carer signature ……..……………………..………………………………………

Child's class …………………………………. Date ………………………………