



**Acceptable Use Agreement / eSafety Rules – please tick box**

- 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/others details such as name, phone number or home address.
- I will not arrange to meet someone or send my image 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 my parent/carer contacted if a member of school staff is concerned about my safety
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher



Dear Parent/Carer

ICT including the internet, e-mail and mobile technologies 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 eSafety rules with your child and return the slip at the bottom of this page, with a copy of the agreement. We can take a copy for you in the School office if necessary. If you have any concerns or would like some explanation please contact Miss Honor (our eSafety Lead).

Please take care to ensure that appropriate systems are in place at home to protect and support your child/ren.

Thank you for your co-operation.

Yours sincerely

**Melissa Regnier**  
**Headteacher**



**Parent/ carer signature**

- We have discussed this document with ..... (child's name) and we agree to follow the eSafety rules and to support the safe use of ICT at Merry Hill Infant School.
- I will support the school approach to online safety and will not deliberately upload or add any images, videos, sounds or text, including social media posts that could upset any member of the school community or bring the school into disrepute.
- I will not upload images or recordings of school assemblies/performances that contain images of children other than my own.

Parent/ Carer Signature: .....

Parent/ Carer name: .....

Child's name: .....

Class: ..... Date: .....

*A Happy Face, A Learning Place, A Growing Space*