

## e-safety agreement form: Snowsfields Primary School

**Keeping safe: stop, think, before you click!**

Pupil name: \_\_\_\_\_

I have read the school 'rules for responsible ICT use'. My teacher has explained them to me.

I understand these rules are there to help keep me safe, and my friends and family safe. I agree to follow the rules.

This means I will use the computers, Internet, e-mail, online communities, digital cameras, video recorders, and other ICT in a safe and responsible way. I understand that the school can check my computer files, and the Internet sites I visit and that if they have concerns about my safety, that they may contact my parent / guardian.

Pupil's signature: \_\_\_\_\_

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

**Keeping safe: stop, think, before you click!**  
**13 rules for responsible ICT use**

These rules will keep everyone safe and help us to be fair to others.

- I will only use the school's computers for schoolwork and homework.
- I will only delete my own files.
- I will not look at other people's files without their permission.
- I will keep my login and password secret.
- I will not bring files into school without permission.
- I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school.
- I will only e-mail people I know, or my teacher has approved.
- I will use twitter thoughtfully, I will only sign my first name when I tweet on my class twitter and I will only follow people agreed by the whole class.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it and I will tell a teacher / responsible adult. I will also report it through clicking on the REPORT ABUSE icon where available.