05.09.17

Dear Parents and Carers,

It is recommended by Suffolk County Council that schools have an Acceptable Use Agreement. This is an agreement between the school, parents and children about the safe and appropriate use of the internet and the care of technological equipment in school.

This is how we stay safe when we use computers:

* I will ask a teacher or suitable adult if I want to use the computers;
* I will only use activities that a teacher or suitable adult has told or allowed me to use;
* I will take care of the computer and other equipment;
* I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong;
* I will tell a teacher or suitable adult if I see something that upsets me on the screen;
* I know that if I break the rules I might not be allowed to use a computer;
* I will be aware of “stranger danger”, when I am communicating on-line and will not disclose any personal information;
* I will not use the school systems or devices for on-line gaming, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so;
* I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions and will not take or distribute photographs of others without their permission;
* I will not name and/or post harmful comments or information about other individuals on social media sites;
* I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information);

*Signed (child): ………………………………* Signed *(parent or carer):* ………………………………………...

As a school we will work with parents and children to promote the safe use of the internet. We will liaise with parents when appropriate and provide to date information and recommendations to help to keep children safe online.

Signed *(Teacher*): ………………………………...

Date: