**Responsible User Agreement**

**Kirkhill Primary School**

 **Session: 2014-2015**

Please discuss the following points with your child. They will also be discussed in class with your child’s teacher.

The computers and network, Internet access and e-mail available in school are for school work. There are rules about how these should be used. For the safety of everyone, you must keep to the rules or you may not be allowed to use the network.

**Safety**

* I will not pretend to be someone else when I am using the computer
* I will not give out my name, address, phone number, e-mail address, photograph or the name of the school when I am using the Internet or e-mail
* I will not give out anyone else’s name, address, phone number, e-mail address, photograph or the name of the school when I am using the Internet or e-mail

**Email**

* I will only use the class e-mail address for school work
* I will not reply to e-mails from people I don’t know
* If anyone I don’t know contacts me by e-mail, I will tell my teacher straight away
* I will not send e-mails which are nasty or upsetting to others or contain bad language
* If I receive any e-mails that are nasty or have bad language I will tell my teacher straight away
* I will never agree to meet anyone I don’t know who contacts me by e-mail, mobile phone or any other way

**Glow**

* I will keep my *username* and *password* safe
* I will not tell my *username* and *password* to anyone else
* I will not allow others to access my Glow account and will only log on as myself

**School Work**

* I will only use the school internet for school work
* I will only print information that I need for school work
* I will take care of my own files and will not throw away or damage files that belong to someone else
* I will not take photographs or video without my teacher’s permission
* I will not send photographs or video without my teacher’s permission
* I will take care of Kindles and use them correctly and responsibly for school work

**Mobile Technology (e.g. phones, tablets, ipads etc)**

* If I bring my mobile technology items to school it will be switched off from before I enter the playground and until I leave the playground again at 3pm
* The safety of my mobile technology items are my own responsibility and will always be switched off and in my school bag whilst I am in school

**Misuse**

* Misuse of any of the above may result in pupils not being allowed to access any of the range of ICT equipment within Kirkhill Primary School. Parents will be informed and appropriate arrangements will be agreed.

I have discussed the above with my child and acknowledge that they must follow this ***Responsible User Agreement*** within Kirkhill Primary School.

Signature of Pupil

Signature of Parent/Carer

Signature of Teacher

Date