**Eastertoun Primary and Nursery School**

**Internet and IT Equipment**

**Responsible User Agreement**

* I will be responsible for the care, safety and use of any IT equipment I am using within school.
* I will put any IT equipment I am using away in its designated place.
* I will ensure I log-on and using only my own password.
* I will use IT equipment only in the way directed by my teacher.
* I will treat IT equipment with respect, reporting any damage to a member of staff.
* I will tell a member of staff if I find a page, message or picture which makes me feel uncomfortable.
* I will ensure that I log off any shared device.
* I will not communicate with others using threatening, rude or swear words or in a way which makes them feel uncomfortable.
* I will remember that electronic mail (e mail) is not guaranteed to be private.
* I will ensure any IT equipment I am using is at a noise level as directed by my teacher.
* I will not take or post pictures, personal information or videos of myself or others through any form of electronic communication. This includes all pupils and staff.
* I accept that if I do not follow the ‘Responsible User Agreement’ detailed above, the school may withdraw the right for me to use my mobile device as a learning tool, take Golden time from me or take house points from me.

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**IT Equipment Responsible User Agreement**

Pupil’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class \_\_\_\_\_\_\_\_\_\_\_\_

Pupil’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / Carer’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / Carer’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_