

PLEASE SHARE THIS WITH YOUR CHILD



Kingslea Primary School

Use of IT Equipment - Pupil Agreement

All pupils must follow the rules in this agreement when using school IT equipment – teachers will show pupils how to use all equipment.

Kingslea IT Rules	
1	I will only use polite language when using the IT equipment.
2	I must not write anything that might upset someone or give the school a bad name.
3	I know that my teacher will regularly check what I have done on the school IT equipment.
4	I know that if my teacher thinks I may have been breaking the rules they will check on how I have used the IT equipment before.
5	I must not tell anyone my name, where I live, or my telephone number over the Internet.
6	I must not tell my username and password to anyone else but my parents.
7	I must never use other people's usernames and passwords or equipment left logged in by them.
8	If I think someone has learned my password then I will tell my teacher.
9	I must log off after I have finished with my device.
10	I know that e-mail is not guaranteed to be private. I must not send unnamed e-mails.
11	I must not use the IT equipment in any way that stops other people using them.
12	I will report any websites that make me feel uncomfortable to my teacher/a member of staff.
13	I will tell my teacher/a member of staff straight away if I am sent any messages that make me feel uncomfortable.
14	I will not try to harm any equipment or the work of another person on a device.
15	If I find something that I think I should not be able to see, I must tell my teacher straight away and not show it to other pupils.

Pupil Agreement

I agree to follow the school rules when using the school IT equipment. I will use the network in a sensible way and follow all the rules explained by my teacher.

I agree to report anyone not using the school equipment sensibly to my teacher.

If I do not follow the rules, I understand that this may mean I might not be able to use the IT equipment.