



‘Safe Use of IT’

Our Internet and IT Responsibility Agreement

The pupils of Russell Scott Primary School recognise the great benefit that access to IT facilities and the Internet brings to learning. As a pupil at Russell Scott I agree to use IT facilities and the Internet responsibly.

- I will only use my own login and password, which I will not share with others
- I will not use anyone else’s login or password
- I will not access anyone else’s work on the Russell Scott network without their permission
- I will not download or install software, shareware or freeware on the Russell Scott network either directly or via portable devices
- I will not violate copyright laws or licensing agreements
- I will avoid plagiarism by not passing off work downloaded from the Internet as my own. I will give clear references to sources where I have downloaded someone else’s work
- I will use IT facilities and the Internet responsibly, in accordance with school policy, for classwork and homework.
- I will not play installed or online games during the Russell Scott day unless I have been directed to do so and they support my learning
- I will not use the Internet without permission from a member of staff. I will log off from the Internet if I am asked to do so
- I will not search, view, send, receive or display offensive or time-wasting messages, inappropriate images and videos, offline or online
- I will not send, air-drop, access, upload, download, distribute, view, share, save, film or take pictures of age-inappropriate, offensive, threatening, pornographic, obscene, sexually explicit or illegal materials.

- I will not use the school's IT facilities for personal financial gain, gambling, political purposes, advertising or cause damage to the school's reputation.
- I will not access my personal 'home' email account unless given direct permission to do so in association with a task
- I will not give out personal information such as full name, home address, telephone numbers or personal email to anyone whose identity I cannot be certain of over the Internet
- I will not arrange to meet anyone I have connected with through the Internet
- I will notify an adult immediately if I encounter materials or messages that make me feel uncomfortable
- I will notify an adult immediately if I suspect someone else of misusing IT facilities, social media or the Internet
- I will respect school resources and not damage or steal IT facilities
- I understand that the school will check files and monitor the Internet sites used by pupils
- I understand that sanctions will be used if I misuse IT facilities, social media or the Internet
- Photographs/images may only be stored on portable devices in accordance with the school's Acceptable Use Contract
- I will ensure any personal portable device allocated to me is brought to the school ready for use
- I understand I am responsible for the use and care of any portable device intended for my personal use whilst a pupil at Russell Scott
- I understand that the school will check the websites I visit and how I use the school's computers and equipment. This is so that they can help keep me safe and make sure I'm following the rules.
- I will tell a teacher or a member of staff I know immediately if I find anything on a school computer or online that upsets me, or that I know is mean or wrong.
- I will always be responsible when I use the school's ICT systems and internet.
- I understand that the school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.

Russell Scott Primary School maintains the right to update this agreement at any time that they feel necessary. The latest and most up-to-date copy can always be found here: <https://foldr.russell-scott.co.uk/flinks/safe-use-of-it-policy/download/>



**YOU WILL BE SENT AN
eFORM AGREEMENT
TO COMPLETE VIA PARENTMAIL SOON**

Russell Scott
Primary School