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**PENDLE COMMUNITY**

**HIGH SCHOOL & COLLEGE**



**Pupil Agreement for ICT Acceptable Behaviour Policy & Online Safety Rules**

• I will only use ICT in school for school purposes.

• I will only use the Internet and/or online tools when a trusted adult is present.

• I will only use my class e-mail address or my own school email address when emailing.

• I will not deliberately look for, save or send anything that could be unpleasant or unkind.

• I will not deliberately bring in inappropriate electronic materials from home (e.g. pen drive, memory card, DVD etc.) or upload inappropriate material.

• I will not deliberately look for, or access inappropriate websites.

• If I accidentally find anything inappropriate, I will tell my teacher immediately.

• I will only communicate online with people a trusted adult has approved.

• I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.

• I will not give out my own, or others’, details such as names, phone numbers or home address.

• I will not tell other people my passwords.

• I will not arrange to meet anyone that I have met online.

• I will only open/delete my own files.

• I will not attempt to download or install anything on to the school network without permission.

• I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.

• I know that my use of ICT within school (including email messages) can be checked and my parent/carer contacted if a member of school staff is concerned about my online safety.

• I understand that failure to comply with this Acceptable Behaviour Policy may result in disciplinary steps being taken in line with the school’s Behaviour Policy.

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| **STUDENT NAME** |  | | | |
| We have discussed this Acceptable Behaviour Policy with our child and they agree to the above Acceptable Behaviour Policy and to support the safe use of ICT at Pendle Community High School and College. | | | | **YES**  **NO**  |
| **SIGNED** |  | **DATE** |  | |
| **PRINT NAME** |  | | | |