**Brackenwood Junior School**

**Responsible Use of Internet and Social Media**

**Whenever I use laptops, IPADS, IPODs, mobile phones or any additional devices that allow us Internet and Social Media access, I will follow these rules in order to be fair to others and to keep everyone, including myself, safe.**

* I will ask permission before entering any website, unless an adult has already approved that site.
* I will not look at or delete other people's files.
* I will not bring portable memory devices into school, or download files from online storage.
* I will only communicate with people I know, or with whom an adult has approved.
* The messages I send will be kind, polite and sensible.
* If my parent allows me to use WhatsApp (min age 16), the messages I send will be kind
* When sending electronic messages, I will not give my home address or phone number, or arrange to meet someone.
* I will seek permission from an adult before opening an e-mail or an e-mail attachment sent by someone I do not know.
* When in school, I will not communicate using social media without permission from an adult.
* If I see anything I am unhappy with or I receive messages I do not like, I will tell an adult immediately.
* I know that the school may check my work files and may monitor my online and social media activity.
* I understand that if I deliberately break these rules, I could be stopped from using ICT equipment in school.
* I understand that these responsibilities for safe Internet use extend beyond the school day and must abide by these principles when using ICT outside school.

Please read the notice above and if you are unsure of any details, please ask.

Please complete, sign and return:

**NAME: CLASS:**

**Pupil’s Agreement**

I have read and understand the rules for responsible Internet use which I agree to follow at all times. I will use these ICT systems in a responsible way in order to keep everyone safe.

Signed: Date:

**Parent’s Consent for Internet Access**

I have read and understood the school rules for responsible internet use (above) and give permission for my son/daughter to access the internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature of content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the internet facilities. I will support the school in ensuring that my child continues to use the internet and social media responsibly outside school and will abide by the terms and conditions as stipulated in the terms and references provided by the social media companies.

Signed: Date:

Please print name:

**Parents Consent for Web Publication of Work and Photographs**

I agree that, if selected, my son/daughter’s work may be published on the school web-site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

Signed: Date: