



Lumen Learning Trust

Learning together for a brighter future



Family Acceptable Use of ICT Agreement and E-Safety Rules

- I will only use ICT (computers and electronic devices) in school for school purposes.
- I will only use my class email address or my own school email address when emailing.
- I will only open email attachments from people I know, or who my teacher has approved.
- I will not tell other people my electronic/internet-based passwords.
- I will only open/delete my own files.
- I will not bring external memory devices such as USB sticks into school.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. This includes chain letter emails. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will support my school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I understand that the school does not encourage videos and photos taken within school or on school trips to be published on social network sites and that the school has permission to ask these to be removed.
- I understand the school does not encourage social networking sites to be used to discuss school related issues.
- I know that my use of ICT can be checked and that my parent/ carer will be contacted if a member of school staff is concerned about my E-Safety.



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Family E-Safety Acceptable Use Contract

Please complete and return this form to your school office.

Pupil Agreement	
School:	
Pupil(s):	Class(es):
I have read and understood the pupil e-safety agreement, and will abide by the rules which are designed to keep both myself and the school safe.	
Signed:	Date:

Parental Consent	
Dear Parent/ Carer	
ICT including the internet, email and mobile technologies, etc. has become an important part of learning in our Lumen schools. We expect all children and adults who are part of their school community to be safe and responsible when using any ICT.	
Please read and discuss the e-safety rules with your child, then complete and return this form to your school office. If you have any concerns or would like further explanation, please speak to your child's class teacher in the first instance.	
We have discussed the e-safety rules. I will assist my child/children to follow these rules and support the safe use of ICT.	
Signed:	Date:

Please note: Only one e-safety acceptable use contract to be completed per family

