



# E-Safety File

## ICT Acceptable Use Policy – Parental Agreement

Dear Parent/ Carer,

The use of ICT including the Internet, e-mail, learning platforms and today's mobile technologies are an integral element of learning in our school. In making this as successful and as beneficial as possible for all learners, we expect all pupils to act safely and responsibly when using technology both within, and outside of, the school environment. We review our E-Safety policy annually and have just updated our Acceptable Use Policy.

The enclosed ICT Acceptable Use Policy forms part of the wider School E-Safety Policy and in association with both the school's Behavior Management Policy and Home-School Agreement, outlines those principles we expect our pupils to uphold for the benefit of both themselves and the wider school community. I would therefore ask that you please read and discuss the enclosed e-safety Acceptable Use Policy with your child and return the completed slip at the bottom of this page as soon as possible.

If you have any concerns or would like to discuss any aspect of e-Safety, please contact the school office for further guidance.

Kind regards

Principal  
Dr. Mahmoud Elmitwalli

## ICT Acceptable Use Policy for pupils:

### Agreement / E-Safety Rules

- I will take care when using the school IT equipment and use it properly.
- I will only share my username and password with trusted adults.
- I will tell an adult if I see anything that upsets me.
- I will make sure that when I blog, I am responsible, polite and sensible.
- I will use a safe name and not my real name on the internet.
- I know I am only allowed to go on the internet if my teacher has given me permission.
- I will only take a photograph or video of someone if they say it is alright.
- Any messages I send will be polite.
- I will not deliberately write anything which upsets other people.
- I understand that the school may talk to my parent or carer if they are worried about my use of school IT equipment.
- I understand that if I do not follow these rules, I may not be allowed to use the school computer or internet for a while, even if it was done outside school.

We have discussed this and ..... (child's name)  
agrees to follow the e-Safety rules and to support the safe use of ICT at  
**California American School, Shakhbout City**

Parent / Carer (Name) .....

Parent / Carer (Signature) .....

Grade ..... Date.....