



# High Beech Church of England Primary School

Mott Street, Loughton, Essex IG10 4AP

Telephone: 020 8508 6048 Fax: 020 8532 0161

Email: [admin@highbeech.essex.sch.uk](mailto:admin@highbeech.essex.sch.uk)

Head Teacher: Mrs Sarah Roffey B.Ed (Hons)

## High Beech School responsible use of the internet

At High Beech Primary School, Computing is an important part of our curriculum. As well as teaching the use of a range of programs and technologies, eSafety features regularly in Computing lessons. Through the teaching of these sessions, children will gain a good understanding of how to keep themselves safe online and use ICT responsibly.

To enable you to support us with this important part of our curriculum please discuss the eSafety rules below with your child.

### **Agreement / E-Safety Rules**

I will only use ICT in school for school purposes.

I will only use my school email address when emailing at school.

I will only open email attachments from people I know, or that my teacher has approved.

I will not tell other people my ICT passwords.

I will only open/move/delete my own files.

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 unkind or offensive. If I come across anything like this I will tell my teacher immediately.

I will not give out my own details such as my name, phone number, home address or school details to anyone, known or unknown online. I will not arrange to meet anyone in person through on-line communication.

I will be responsible for my own behaviour when using ICT.

I will not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.

I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my eSafety.

I will support my school's approach to online safety and follow these rules.

We have discussed this and ..... (child name)

agrees to follow the eSafety rules and to support the safe use of ICT at High Beech Primary School.

Parent/Carer signature .....

Date .....

