

Herne Junior School's Acceptable Use of Email Policy - Pupils

- I will only use my email account for school purposes.
- I will not tell other people my email passwords.
- I will only send emails to our school community.
- I will make sure that all email contact with other children and adults is responsible, polite and sensible.
- I will not deliberately send anything (including chain emails) that could be annoying, unpleasant or nasty. If I find anything like this I will tell my teacher immediately.
- I will not arrange to meet someone or send my image 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 email because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately send any images, video, sounds or text that could upset any member of the school community.
- I will not sign up for any online service using my email account unless this is an agreed part of a school project approved by my teacher.
- I know that my emails can be checked and my parent/carer contacted if a member of school staff is concerned about my safety.
- I know my account may be suspended if I do not behave responsibly.

Child Signature: _____

Date: _____

Child Name: _____

Class: _____