**Botafogo Computer & E-Safety Policy / Home-School Contract**

This document is both an acceptable use policy and home-school contract, outlining what the school regards as acceptable use of its computers, other devices in school and the Internet by students at Botafogo.

By signing this contract, I agree to the following rules:

- I will only use the computers and other devices (e.g. tablets) in school for schoolwork and homework.

- I agree to respect, look after and not damage any computer equipment or ICT resources.

- I will only edit or delete my own files and not look at, or change, other people’s files without their permission.

- I will not try to gain access to other users’ accounts or personal files.

- I will keep my logins and passwords secret.

- I will not bring files into school without permission.

- I will not use social networks in school. I am aware that some (e.g. Facebook) have age restrictions and I should respect this.

- The messages (email, instant messages or any other type) that I send, or information I upload, will always be polite and sensible and will not contain any inappropriate images, files or links.

- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.

- I will never communicate with strangers via social networks, instant messaging or email.

- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will immediately show a teacher or parent at home.

- I will not watch YouTube videos, unless a trusted adult has given permission.

- I know that copying and pasting from the Internet and posting somewhere else without proper citation is plagiarism.

- I recognise that copyright protects the creations of other people. I will therefore not reproduce media (for example, an image, video or music file) that has been created by someone else and present this as if it were my own work - to do so would be considered copyright infringement.

- 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 e-safety.

- I know that this list is not exhaustive and the school has the right to determine any act considered by a student to be inappropriate.

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**Botafogo Computer & E-Safety Policy / Home-School Contract:**

I understand that if I break this contract, parents will be notified and sanctions will be applicable, which may include:

* suspension of my Gmail account
* restriction of access to the school network
* suspension from the school

Student Name & Class (block capitals please):

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Student signature:

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For Parents / Guardians –

My child has read and understood the Botafogo Computer & E-Safety Policy / Home–School Contract for Computer and Internet Use.

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Signed: ............................................................................................................

Date: ...............................................................................................................