

Acceptable ICT Use Agreement Homestay for Students 13 -15 years old

I realise that I have a personal responsibility to respect the set rules and regulations when using my mobile phone and the internet. I am aware that breaking the rules and regulations can have disciplinary consequences in line with the Pupil Behaviour and Discipline Policy.

- I will protect my ICT devices with a password and not give this information to anyone else.
- I am allowed to use my mobile phone for phoning and text messaging, my school email address / personal email address, and skype or similar services to contact my family and friends.
- I will always respect the rules of my homestay family when I am using my mobile phone.
- Rikkyo School allows me to use my mobile phone during daytime after breakfast until 8pm but if my homestay family has stricter rules then I will respect those.
- I will only open e-mail attachments from people I know.
- I will not take any photos or videos of other students, homestay parents and other people without their permission.
- 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. If I accidentally find anything like this I will tell my homestay family or a teacher immediately.
- I will not give out my own details such as my name, phone number or home address.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will support the 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 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 ICT usage.

I have read the Acceptable ICT Use policy and agree to respect it

| | | | |
|---------------------------|--|------------------------------|--|
| Student Name: | | Headmaster Name: | |
| Student Signature: | | Headmaster Signature: | |
| Date: | | Date: | |