



## IT Acceptable Use Agreement

**In order to protect myself, and the host family with whom I will be staying, I agree to the following requirements:**

I will ask permission from my host family before using the Internet in their home.

I am aware of "stranger danger" when online and will not agree to meet online friends.

I will tell my host family or a member of Berkeley Guardians about anything online which makes me feel uncomfortable. I will not try to bypass the system to reach websites the family have blocked. I understand that Berkeley Guardians may check my files and may look at the web pages I visit.

I will be very careful when sharing pictures or video of myself or my friends. If I am with my host family, I will always check with the responsible adult first.

I will not put my "Personal Information" online (*my full name, date of birth, phone number, address, postcode, school*) without checking with a parent, school staff member or a member of staff from Berkeley Guardians (inc homestay family)

I will discuss with a parent and/or Berkeley Guardians (inc homestay family) an appropriate time limit to play games if I am not getting off to sleep at appropriate times.

I will not use my host family or Berkeley Guardians computer/devices for gaming, gambling, shopping, or uploading videos or music without first gaining permission from a responsible adult in my host family or staff member at Berkeley Guardians.

### **To keep the system safe:**

I will only use my own login and password, which I will not share with others.

I will not access other people's files.

I will click on the cross in the corner if any pop-up boxes turn up on my screen.

I will not install software on my host families or Berkeley Guardians computer/devices.

## **Responsibility towards others**

I will remember that my device and the technology is just one way that I learn and play and that I need lots of different experiences away from the screen to grow my body and brain. I will make time for friends in real life, homework, eating and sleeping.

The messages I send will be polite and responsible.

I will not upload images or video of other people (including my friends) without their permission.

I will take time to walk away and think before posting anything online that is unsuitable.

I will remember that nothing is ever private online, so I will only post things I am happy for the rest of the world to see.

I will not 'like' or 'share' anything that may be disrespectful to others or cause them hurt or embarrassment. I will remember that by doing so I am endorsing the same sentiments as the post I share or like.

I will speak to a trusted adult if I see anything online that makes me feel nervous, uncomfortable or threatened in anyway.

I will understand that the world is full of people with vastly different values and beliefs. I will keep that in mind before making judgements of others online.

Where work is copyrighted (including music, videos and images,) I will not either download or share with others.

I understand that Berkeley Guardians may take action against me if I am involved in inappropriate behaviour on the internet and mobile devices.

## **Personal Devices**

I agree that if I do not abide by these rules then Berkeley Guardians can take the appropriate steps to help me manage my internet and device-use more positively.

## Student/pupil e-safety contract

Please complete, sign and return to Berkeley Guardians prior to your child staying with their host family

Student/pupil's name:	
<b>Student/child's Agreement:</b>	
I have read and I understand the student/pupil e-safety agreement, and will abide by the rules which are designed to keep both myself, my host family and Berkeley Guardians safe	
Signed by student/pupil:	Date:
<b>Parent's Consent</b>	
<input type="checkbox"/> I have read and understood the e-safety agreement and give permission for my son/daughter to access the Internet when in the care of Berkeley Guardians, and will encourage them to abide by these rules. Children will receive advice on e-safety at the introduction with Berkeley Guardians, advice for parents is available at <a href="http://www.thinkuknow.org.uk/parents">www.thinkuknow.org.uk/parents</a> or by contacting Berkeley Guardians. I understand that Berkeley Guardians will take reasonable precautions to ensure pupils cannot access inappropriate materials. I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform Berkeley Guardians if I have concerns over my child's e- safety.	
I will ensure that any pictures taken during Berkeley Guardians events or time with my host family that include other children will not be shared using social media.	
Signed:	Date:
Please print name:	