

## LYCEE FRANCAIS CHARLES DE GAULLE– SCHOOL YEAR 2025-2026

### Acceptable use of the School's ICT facilities and internet by primary pupils: agreement for pupils and parents/carers

**Name of pupil:**  
**Class:**

**When I use the School's ICT facilities (like computers and equipment) and go on the internet in School, I will not:**

- Use them without asking a teacher first, or without a teacher in the room with me
- Use them to break School rules
- Go on any inappropriate websites
- Use chat rooms
- Open any attachments in emails, or click any links in emails, without checking with a teacher first
- Use mean or rude language when talking to other people online or in emails
- Send any photos, videos or livestreams of people (including me) who aren't wearing all of their clothes
- Share my password with others or log in using someone else's name or password
- Bully other people
- Use artificial intelligence (AI) chatbots, such as ChatGPT or Google Bard, to create images or write for me, and then submit it as my own work

I understand that the School will check the websites I visit and how I use the School's computers and equipment. This is so that the School can help keep pupils safe and make sure they are following the rules.

I will tell a teacher or a member of staff I know immediately if I find anything on a School computer or online that upsets me, or that I know is mean or wrong.

I will always be responsible when they use the School's ICT systems and internet.

I understand that the School can discipline me if I do certain unacceptable things online, even if I am not in School when I do them.

**Signed (pupil from CE2 to CM2):**

**Date:**

**Parents/carers agreement:** I understand and agree that my child can use the School's ICT systems and internet when appropriately supervised by a member of School staff. I understand the conditions set out above for pupils using the School's ICT systems and internet, and will make sure my child understands these.

**Signed (parent/carers):**

**Date:**

*In accordance with articles 12 and 13 of Regulation (EU) 2016/679 of 27 April 2016, on the protection of natural persons with regard to the processing of personal data, articles 12 and 13 of the United Kingdom General Data Protection Regulation and with the provisions of the Data Protection Act 2018, we hereby inform you that, as a data controller, the Lycée Français Charles de Gaulle de Londres collects information pertaining to its pupils and their parents/carers for the purposes of ensuring that pupils understand what is acceptable use of its ICT facilities, and parents consent to the use.*

*This pupil and parent/carer data will be solely for the administrative team and authorised services of the Lycée Français Charles de Gaulle de Londres and will be retained for 5 years after the pupil has left our school. In accordance with our data protection policy, we have a duty to protect your data against unauthorised access. In accordance with articles 15 to 22 of Regulation (EU) 2016/679 of 27 April 2016, on the protection of natural persons with regard to the processing of personal data, articles 15 to 22 of the United Kingdom General Data Protection Regulation, and articles 7, 46 and 47 of the Data Protection Act 2018, you can exercise your right of access to data, and rectification or erasure of personal data at any time, by contacting the Lycée Français Charles de Gaulle de Londres ([dpo@lyceefrancais.org.uk](mailto:dpo@lyceefrancais.org.uk)).*