

Pupil Acceptable Use Policy

This document has been developed to help you understand the rules of using computers in school. You should always follow the rules set out in this policy because these rules will help keep you and your classmates safe.

School's ICT equipment

- I will make sure I take care of any school-owned ICT equipment that I use in school or at home.
- I will not eat or drink while using school-owned ICT equipment.
- I will only go on the internet using my own username and password
- I will not try and get to any websites that the school has blocked access to.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I see anything like this I will tell my teacher immediately.
- I will only use memory sticks with permission from my teacher.
- I will not install any software on school computers.
- I will return any school-owned ICT equipment when I have finished using it.
- 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 safety.

Social Media

- I know that some websites and social networks have age restrictions and I should not use them unless I am old enough.
- I will not say nasty or hurtful things about any member of staff or pupil online.
- I will not give away any of my personal details (full name, age, date of birth, sex, address etc.) or the personal details of other users in school, over the internet. This includes photographs or video images of me, other pupils or members of staff.
- I will never arrange to meet anyone I have only met online unless a trusted adult is with me.
- If I see any hurtful comments about the school, staff or pupils. I will take screenshots for evidence and report to the e-Safety coordinator.

Managing Digital Content

- I will only use school-owned equipment to create pictures, video and sound. Pictures, video and sound will not be taken without asking permission first.
- I will not publish anything online, e.g. images or pictures, without asking my teacher.

Email

- I will only use my school email address to contact people I know or those agreed by my teacher.
- I will take care in opening any attachments sent by email. I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- When sending emails I will make sure that they are polite and sensible. I will not use my school email account to forward chain emails.

Mobile phones and devices

- If I bring my mobile phone or other devices to school I will hand it in at the office on my arrival and collect it at home time.
- I will not take pictures in school on my mobile phone or mobile device.

Agreement

I agree to follow the rules set out in this acceptable use policy. I know that if I break any of these rules my parent/carer may be told.

Pupil name

Signed

Date