Acceptable Usage Policy

**Date:**

This is the acceptable usage policy for our school. The purpose of this policy is to promote positive and responsible network and Internet behaviour. Please read carefully and sign at the bottom to show you agree to these terms. If you do not sign and return this form you will not be able to use the schools’ IT systems.

# For pupils:

• I will only use school Internet and IT facilities for educational purposes which follow the teachers’ instructions. This includes email, video, messaging, video-conferencing, social media, Internet, file-saving and printing.

• I will only use my mobile phone or mobile device in school when permission has been granted by a teacher. If permission is granted, I will use my mobile device as if it was a school computer, following all the rules for using school computers.

• I will not install software on school IT facilities due to the risk of damage being caused by malware or viruses. I will ask an ICT

Teacher to install software if required.

• I will not share my network, Internet or any other school-related passwords.

• I will change my passwords when asked to.

• I will only use my school-supplied email address for school-related activities.

• I will not look at or delete other people’s work or files.

• I will make sure all my contact with other people at school is responsible. I will not cyber-bully pupils or teachers.

• I will be responsible and polite when I talk online to pupils, teachers and other people related to the school, both in school-time and outside school-time.

• I won’t look for or look at unpleasant or rude websites in school. I will check with a teacher if I think a website might be unsuitable.

• I won’t give out my personal details, such as my name, address, school or phone number on the Internet.

• I won’t meet people I’ve met on the Internet unless I have told my parents and they come with me.

• I won’t upload or download any pictures, writing or films which might upset people online.

• I won’t write unpleasant, rude or untrue comments online about pupils, teachers or the school.

• I will treat all IT equipment at school with respect and ensure the computer is left in the state that I found it.

• I am aware that everything I do on the computers at school is monitored and logged, and that the school can talk to my parents if a teacher is concerned about my online safety or my behaviour when using school computers.

• I will respect copyright when making use of images and videos in my school work. I will use and attribute ‘Creative Commons’ material as taught in ICT lessons.

• I will not look for, view, upload or download offensive, illegal, copyright-infringing or pornographic material. If I find such material on school IT equipment I will inform a teacher immediately.

• Images of pupils will only be taken, stored and used for school purposes in line with school policy. Images will only be used on the Internet or in the media with permission.

• I will not look for ways to bypass the school filtering or proxy service.

• I will not bypass the school filtering or proxy service.

• I understand that these rules are designed to keep me safe and that if they are not followed, sanctions may be applied and my parent/guardian may be contacted.

# For parents:

• I agree to support and uphold the principles of this policy in relation to my child and their use of the Internet, at home and at school.

• I agree to uphold the principles of this policy in relation to my own use of the Internet, when that use is related to the school, employees of the school and other students at the school.

**Signed - Pupil:**

**Signed - Parent/Guardian:**

**Date:**