



## Acceptable Use Policy for Pupils

I understand that use of the internet and electronic communication is granted to me as a privilege, in return for my acceptance of this agreement. Any misuse on my part may result in loss of that privilege and other sanctions being taken. This also applies to any activity undertaken outside school which contravenes the acceptable use rules of the school.

All online activity will be appropriate to:

- ensure the safety and security of the school system
- ensure respect for all members of the community
- maintain the reputation of the school
- I will take care when using the school IT equipment and use it responsibly
- I will keep my passwords private unless I need to share them with a trusted adult
- I will ensure that I do not willfully damage the school network by means of malicious code (e.g. virus infections, malware), hacking or physical tampering
- I will inform an adult if I see or receive any unpleasant text, images or messages
- Guidelines for safe use of the internet must be followed and I will report any materials or conduct which I feel is unacceptable
- I will not interfere with anyone else's passwords, settings or files on the computer
- I will be careful when downloading material from the internet or using material I have brought into school because I understand the risks from virus infections
- Any work I upload to the internet will be my own
- I will respect copyright of all materials
- I know I need permission to take someone's photograph or to video them
- Any messages I post online will be polite and responsible
- I will not send or forward messages or create material which is deliberately intended to upset other people
- I know I must take care about giving away my personal information and making contact with people I do not know when using the internet
- I understand that the school may check my use of IT and contact my parent/carer if they are concerned about my online safety
- I understand that if I do not follow these rules I may not be allowed to use the school computers or access the internet for a period of time and that this may happen even if the activity was done outside school
- Use of the network to knowingly access inappropriate materials such as pornographic, racist or offensive material is forbidden and may constitute a criminal offence
- The school reserves the right to examine or delete any files that may be held on its computer system, to monitor any Internet sites visited and emails exchanged and, if necessary to report anything which may constitute a criminal offence.



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Pupil name.....

Signed.....

Relationship to child.....