

## ICT student acceptable use policy

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I will take full responsibility for my own use of all ICT in school and I will make sure that I use technology **safely, legally** and **responsibly**. This means that...

- ✓ I will take **personal responsibility** for my own **e-safety**. I will not give out any personal details or arrange to meet someone (over the internet) without the written permission of my parent, carer or teacher (further advice is available at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk));
- ✓ I will always **report** to an adult, any unsafe ICT use that I see or experience. This is to protect myself and other people. This includes **inappropriate social media** content;
- ✓ I will never open emails or attachments from people **that I do not know**;
- ✓ I will never use ICT for **bullying or harassing** others. This includes setting up websites or uploading content that makes personal reference to teachers or students. This also includes using text messaging, digital cameras/phones and social networking sites to bully or harass others. I will always **report this kind of behaviour**;
- ✓ I will **never film or record teachers or students** (openly or secretly) unless this is part of a planned learning activity. If students choose to bring mobile phones into school then they must be switched off (at all times during the day) and not seen at any time;
- ✓ I will never use ICT to bring the school into **disrepute** – this includes uploading content to an external service (e.g. YouTube, Facebook, Snapchat, ooVoo or Instagram);
- ✓ I will not **download** or **install** any software or files onto the school ICT equipment unless I have full permission from a member of staff;
- ✓ I will use safe methods to **transfer** files between home and school. If I need to use a USB memory stick in school, then I will run an anti-virus check on it every time;
- ✓ I will not intentionally gain access to **unsuitable or illegal websites**. I will immediately report any accidental access to a member of staff or the ICT support team. I understand that my report will be confidential and will help to protect other students and myself;
- ✓ I will only access computer systems using my own login and password. I will also make sure that my **password is kept secret** and I will **log-off** when I have completed my work. I will **never attempt to 'hack'** into systems;
- ✓ I will **never break copyright law** because I will always say where I got my information from (words, images and graphics). I will never copy other people's work and pretend it is my own. I will not **download or stream copyrighted material** in school (this includes streaming movie service where the content is illegal);
- ✓ I will use school ICT equipment **responsibly** and with care and I will never misuse the school email system or online storage. I will not deliberately damage equipment (including headphones, mice and keyboards). I will always tell a teacher if any damage happens;
- ✓ I will use **network resources responsibly** – I will only print what I need, I will regularly review my files and delete any that are not needed, I will only store school-related files and images on the school network and I will only use the ICT equipment for school related work.
- ✓ If working remotely, I will behave and conduct myself as if I were in school

I understand that the school may check my computer files, may monitor the websites that I visit and check the content of my emails. This is to protect my safety and the safety of others.

If I fail to follow the acceptable use policy then I will take full responsibility for the consequences that follow. This may include having my ICT privileges withdrawn.

Signed:  
(student)

Signed:  
(parent/carer)

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