Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. Whilst the school will monitor my use of the internet I accept that I am responsible for my own behaviour as I am elsewhere in the school.

• I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person’s username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.

• I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc. I will think ‘Stranger Danger’.

• I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

• I understand that the *school* technology systems are for educational use and will not use it for my own personal use unless I have permission. This could include accessing social media sites, online gaming, downloading or printing.

• I will be polite and responsible when I communicate with others, I will not use strong, aggressive or unkind language

• I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the *school*, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.

• I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)

• When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful.

• I understand that the *school* also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

I have read and understand the above and agree to follow these guidelines when:

• I use the *school* systems and devices (both in and out of school)

• I use my own devices in the *school* (when allowed) eg mobile phones, gaming devices USB devices, cameras etc

• I use my own equipment out of the school in a way that is related to me being a member of this *school* eg communicating with other members of the school, accessing school email, VLE, website etc.

Child’s Name

Group / Class

Date