



Pupil Acceptable Use Agreement

These rules will keep everyone safe and help us to be fair to others.

1. I will only use the school's computers for appropriate school activities and learning and am aware that the school can monitor my internet use.
2. I will not bring files into school that can harm the school network or be used to circumvent school security tools
3. I will only edit or delete my own files and not view, or change, other people's files or user areas without their permission.
4. I will keep my logins, IDs and passwords secret and change my password regularly.
5. I will use the Internet responsibly and will not visit web sites that are inappropriate for the school or my key stage.
6. I will only e-mail or contact people I know, or those approved as part of learning activities
7. The messages I send, or information I upload, will always be polite and sensible. All messages I send reflect on me and the school.
8. I will be careful when opening files and attachments, checking for viruses etc. If I am unsure I will never open a file.
9. I will not give my personal information that could be used to identify me, my family or my friends on any online space, unless a trusted adult has given permission or reviewed the site.
10. I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless I take a trusted adult with me.
11. If I see anything I am unhappy with or I receive a message that makes me feel uncomfortable, I will not respond to it but I will save it and talk to a trusted adult.
12. I am aware that some websites, games and social networks have age restrictions and I should respect this.



13. I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.

I have read and understand these rules and agree to them.

Signed:

Date:

Google apps for Education Permission

The school uses Google Apps for Education for pupils / students and staff. This permission form describes the tools and pupil / student responsibilities for using these services.

The following services are available to each pupil / student and hosted by Google as part of the school's online presence in Google Apps for Education:

Mail - an individual email account for school use managed by the school

Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments

Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

Sites - an individual and collaborative website creation tool



Using these tools, pupils / students collaboratively create, edit and share files and websites for school related projects and communicate via email with other pupils / students and members of staff. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

The school believes that use of the tools significantly adds to your child's educational experience.

As part of the Google terms and conditions we are required to seek your permission for your child to have a Google Apps for Education account:

As the parent / carer of the above student / pupil, I agree to my child using the school using Google Apps for Education.

Signed:

Date: