



Pupil Acceptable Use Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my usernames and passwords safe and secure – I will not share it or try to use any other person's username and password.
- I will not disclose or share personal information about myself or others when online
- I will tell an adult or use the CEOP button to report anything that worries or upsets me online.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school devices are for learning - I will not use them for other things unless I have permission.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or change any other user's files, without their permission.
- I will be polite and responsible when I communicate with others
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to keep IT resources safe and protected for all:

- I will not try to upload, download or access any materials which are inappropriate or may upset others.
- I will immediately report any damage or faults to equipment or software.
- I will not alter computer settings.

I understand that I am responsible for my actions, both in and out of school:

- I understand that I should stick to these rules when I am out of school as well to keep myself and others safe.
- I know that if I break the rules I might not be able to use the computers and my parents may be contacted.