



## AUP - Acceptable Usage Policy

In using the School's ICT system or other electronic devices or services ("System") as a member of The Prince of Wales School you are agreeing to abide by this Acceptable Usage Policy:

**Respect Yourself:** I will show respect for myself through my actions. I will consider the data I use or communicate by means of the System so that it is appropriate. I will consider what personal information about my life, experiences or relationships I use or communicate using the System is appropriate.

**Protect Yourself:** I will ensure that data I use or communicate will not put me at risk. I will report any inappropriate behaviour directed at me. I will protect passwords, accounts and resources. I will not use or communicate any data which is inappropriate.

**Respect Others:** I will show respect to others at all times and communicate with them in an appropriate manner. I will show respect for other people in my choice of websites and I will not visit sites that are inappropriate. I will not abuse my rights of access and I will not enter other people's personal data spaces.

**Protect Others:** I will protect others by reporting abuse and not forwarding or sharing inappropriate data.

**Respect your Education:** I will use the System solely for the purposes of teaching and learning only. I will only use appropriate data or services.

**Protect your Education:** I will report any misuse of the System. I will not use or communicate anything that would bring The Prince of Wales School Community into disrepute.

All ICT use is logged and monitored; violations of the AUP will be dealt with on an individual basis in line with whole school policies.

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

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) e.g mobile phones, tablets, cameras, etc
- I use my own equipment out of school in a way that is related to me being a member of this school e.g communicating with other members of the school, accessing school email, VLE, website etc.

Name (A): \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**If under eighteen years of age this form should also be counter signed by your parent/carer:**

I have read and understand the above and agree to these guidelines for my child named in (A).

I also understand that when using Digital Technology our child's image may be generated digitally as part of the learning experience (e.g. when recording achievements or when creating a video). I agree to photographs and digital images of the child named below, appearing in The Prince of Wales School printed publications or on the school website. I understand that the images will be used only for educational purposes and that the identity of my child will be protected. I also acknowledge that the images may also be used in and distributed by other media as deemed appropriate by the school.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_