

Acceptable use of ICT Policy

(Extract taken from main policy 2016)

Policy introduction section

This document has been developed to help you understand the rules of using computers in school. You should always follow the rules set out in this policy because these rules will help keep you and your classmates safe.

I will follow these rules to keep me safe

- I will not damage any school-owned ICT equipment.
- I will not eat or drink while using school-owned ICT equipment.
- I will make sure I take care of any school-owned ICT equipment that I use in school.
- I will return any school-owned ICT equipment to appropriate person when I have finished using it.
- I will only use the internet when my teacher says I can.
- I will listen carefully to all the teachers and follow their instructions.
- I will only use the school's computers for my school work or when attending a computer club.
- I will only log on as myself.
- I will turn off the monitor if I see something that I feel uncomfortable with or upsets me; then I will tell my teacher straight away.
- I will only use my school email address to contact people I know or those agreed by my teacher.
- I will take care in opening any attachments sent by email. I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- When sending emails, I will make sure that they are polite and sensible.
- I know that some websites and social networks have age restrictions and I should not use them unless I am old enough.
- I will not say nasty or hurtful things about any member of staff or student online.
- I will not try and get to any websites that the school has blocked access to.
- I know that my use of ICT can be checked and that my parent/ carer will be contacted if a member of school staff is concerned about my safety.

- I will never arrange to meet anyone I have only met online.

Agreement

I agree to follow the rules set out in this Acceptable Use Policy (AUP). I know that if I break any of these rules my parent/ carer may be told.

Student name	<input type="text"/>
Signed	<input type="text"/>
Name of Parent if signing on behalf of student	<input type="text"/>
Date	<input type="text"/>

PLEASE COMPLETE AND SIGN BOTH SECTIONS

PLEASE TEAR OFF THE SECTION BELOW AND RETURN IT TO SCHOOL ASAP

Agreement

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