



## Acceptable Use Agreement: Pupils

- I will only use ICT systems in school, including the internet, e-mail, digital video, and mobile technologies for school purposes
- I will not download or install software on school technologies
- I will only log on to the school network, other systems and resources with my own user name and password
- I will follow the school's ICT security system and not reveal my passwords to anyone.
- I will only use my school e-mail address (roundcube)
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use
- I will not browse, download, upload, forward or use as a screen saver material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher
- I am aware that if I take images of pupils and/ or staff, I must only store and use these for school purposes in line with school policy and must never distribute these outside the school network without the permission of all parties involved.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress.
- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset anyone
- I will respect the privacy and ownership of others' work on-line at all times, only opening or deleting my own files
- I will not attempt to bypass the internet filtering system
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and I may lose my access/use of school computers
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher and I will not sign up to any online services until I am old enough to do so
- I will not bring any Smart Technology to school because I am not allowed to use this during the school day

Signed:

Date: