ICT Acceptable use policy for pupils

To use the ICT equipment in school, pupils need to accept the following rules:

**Equipment:**

* I will not use the equipment for anything except learning, unless an adult tells me different.
* I will tell an adult if the equipment I am using is damaged and how this happened.
* I will only use my phone if an adult tells me I can and I will turn it off when it is not being used.
* I will not eat or drink near any equipment.

**Security and Privacy:**

* I will not tell anyone my passwords, address, phone number or school name online.
* I will respect other people on the internet.
* I will not change the settings on the equipment.
* I know that adults can see my profiles and what I am using technology for.

**Internet:**

* I will not download anything onto the equipment. I know that I can damage equipment if I try to download anything.
* I will not use the school equipment for online games, shopping or YouTube (unless I have permission from a member of staff).
* I will not open any attachments in an e-mail because it might be a virus.
* I will only use social media if I have permission from a member of staff.
* I will not copy anything from the internet and say it is my own work.
* I know that people are sometimes not who they say they are when on the internet and will not agree to go to meet anyone who I meet on the internet.

**Email:**

* I will be polite to others.
* I will only open attachments from people I know and trust.
* If I receive an email which is inappropriate, racist or violent, I will tell a member of staff straight away.

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| I have read the Acceptable Use Policy and will follow **ALL** of the rules. |
| **Full name:** |  |
| **Signature:** |  |
| **Date:** |  |