

Pupil ICT Acceptable Use Policy (AUP)

I will only use my own school email address when emailing at school.

I will only e-mail people I know, or my teacher has approved.

The messages I send, or information I upload, will always be polite and sensible.

I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.

If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult immediately.

I will not tell other people, other than my teacher or my parents, any of my ICT passwords or usernames.

I know that my use of ICT, including my email, can be checked and that my parent/carer contacted if a member of school staff is concerned about my 'E-safety'.

I will only use the school's computers and my Google account for schoolwork and homework and will not personalise it (including altering features of Google account).

I will not use school devices for on-line gaming, file sharing or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

I will use the school's computers with care, ensuring I do not damage them through carelessness or inappropriate use. I will report all damages or faults to an adult immediately.

I will carry only one device at a time around the school, make sure it is put away carefully and plugged into the charging case correctly.

I will only delete my own files.

I will not look at other people's files without their permission.

I will not bring files into school without permission.

I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be inappropriate.

I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends.

I will not arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room.

I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.

I understand that I will lose my ICT privileges if I choose not to follow these rules.

Please read carefully. Parent/Guardian and pupil to sign and return to class teacher.

Pupil Name (Print): _____ **Class:** _____

Pupil Name (Signed): _____

I have read this policy through with my child to make sure they understand it.

Parent Name (Signed): _____ **Date:** _____