



# ICT Acceptable Use Policy for Pupils



**Note: All Internet and email activity is subject to monitoring**

**I Promise** – to only use the school ICT for schoolwork that the teacher has asked me to do.

**I Promise** – not to look for or show other people things that may be upsetting.

**I Promise** – to show respect for the work that other people have done.

**I will not** – use other people’s work or pictures without permission to do so.

**I will not** – download/share staff images from **any websites** or **sources** whatsoever otherwise this will result in external exclusion.

**I will not** – damage the ICT equipment, if I accidentally damage something I will tell my teacher.

**I will not** – share my password with anybody. If I forget my password I will let my teacher know.

**I will not** – use other people’s usernames or passwords.

**I will not** – share personal information online with anyone.

**I will not** – download anything from the Internet unless my teacher has asked me to.

**I will not** - sign up to and use social networking sites I am not permitted to.

**I will** – let my teacher know if anybody asks me for personal information.

**I will** – let my teacher know if anybody says or does anything to me that is hurtful or upsets me.

**I will** – be respectful to everybody online, I will treat everybody the way that I want to be treated.

**I understand** – comments against staff are not tolerated and will invoke sanctions as in school e.g. verbal abuse will result in three days isolation.

**I understand** – that some people on the Internet are not who they say they are, and some people can be nasty. I will tell my teacher if I am ever concerned in school or my parents if I am at home.

**I understand** – if I break the rules in this acceptable use there will be consequences of my actions and my parents will be told.

**Name (Pupil):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed (Pupil):** \_\_\_\_\_

**Year Group:** \_\_\_\_\_

**Signed (Parent):** \_\_\_\_\_

**Date:** \_\_\_\_\_