



## Our Acceptable Use Policy



- I will always use what I have learned about e-safeguarding to keep myself safe and will tell a teacher if something makes me worried or unhappy.
- I will only use school ICT equipment for my school work and not to upset or bully other people or create a bad impression of my school.
  - I will take responsibility for my own use of all ICT equipment and will use it safely, responsibly and legally, for example I will make sure that my work does not break copyright.
- I will not go on any unsuitable or illegal websites on purpose e.g. rude images, violence and racism. If I go on any by mistake I will tell a teacher straight away.
  - I will tell my teacher if I can see a website that is inappropriate.
- I will look after school ICT equipment and report any damage to a teacher straight away.
- I will not try to get past any security measures in place to protect the school network.
  - I will only use the usernames and passwords I have been given and I will keep them secret
- I will save only school work on the school network and will check with my teacher before printing.
  - I will log off or shut down a computer when I have finished using it.
- I understand that all of my work and internet activity on school ICT equipment can be monitored and that there are consequences if I do not use the equipment sensibly, safely and responsibly

