

Student Safe and Acceptable Use of ICT Agreement

Approved by Governing Body

Approved on May 2020

SLT contact Headteacher

Revision due Every 2 years



These behaviours will keep everyone safe and help us to be fair to others.

1. I will only use the school's computers for schoolwork, homework and as directed.
2. I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
3. I will ask for permission when bringing files into school (on removable media or online) or ask permission to upload appropriate material to my workspace.
4. I will only edit or delete my own files and not view, or change, other people's files without their permission. I respect other people's privacy.
5. I will keep my logins, IDs and passwords secret and I will only log on to the school network/ learning platform with my own user name and password.
6. I will respect the privacy and ownership of others' work on-line at all times.
7. I will use the internet responsibly and will only visit web sites approved by the school. I am also aware that during lessons I should visit websites that are appropriate for my studies.
8. I will not attempt to bypass the internet filtering system.
9. I will only e-mail people I know, or those approved by my teachers and I will only use my school email address.
10. The messages I send, or information I upload, will always be polite and sensible.
11. Images of pupils and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission.
12. Only when I have been given permission will I open attachments or download a file.
13. Unless a trusted adult has given permission, I will not give my home address, phone number, send photographs or video, or give any other personal information that could be used to identify me, my family or my friends.
14. 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.
15. I will never arrange to meet someone I have only ever previously met on the internet or by email or in a chat room, unless I take a trusted adult with me.
16. 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 save it and talk to a teacher/trusted adult.
17. I am aware that some websites and social networks have age restrictions and I should respect this.
18. I am aware that, at all times, my online activity should not upset or hurt other people and that I should not put myself at risk.

I have read and understand these choices of behaviour are designed to keep me safe. I agree to them and that if they are not followed, school sanctions may be applied and my parent/carer may be contacted.

Name:	
Signature:	
Date:	