

## Acceptable Use Policy for Students

*When I am using the computer or other technologies, I want to feel safe all the time. I agree that I will:*

- always keep my passwords a secret
- only visit sites which are appropriate to my work at the time
- work in collaboration with people I have met or who an adult has approved of, denying access to others
- tell a responsible adult straight away if anything makes me feel scared or uncomfortable online
- make sure all messages I send are respectful
- show a responsible adult if I get a nasty message or get sent anything that makes me feel unsafe
- not reply to any nasty message or anything which makes me feel uncomfortable
- not give my mobile phone number to anyone who is not a friend in real life
- only email people I know or those approved by a responsible adult
- only use email which has been approved by school
- talk to a responsible adult before joining chat rooms or networking sites
- always keep my personal details private. (My name, family information, journey to school, my pets and hobbies are all examples of personal details)
- always check with a responsible adult and my parents before I show photographs of myself
- never meet an online friend without taking a responsible adult that I know with me

*I know that once I post a message or an item on the internet then it is completely out of my control.*

*I know that anything I write or say or any website that I visit may be being viewed by a responsible adult.*

*I agree to only use websites and social media platforms that are within my age rating.*

Name of student: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Student: \_\_\_\_\_

Signed by Parent / Carer: \_\_\_\_\_

In Particular You Must Not	Example
Create, transmit or cause to be created or transmitted material which is designed or likely to cause annoyance, inconvenience, needless anxiety or offence and you must not create, transmit or cause to be transmitted, offensive, obscene or indecent material.	Broadcasting unpleasant or threatening messages. Using offensive language on screen. Creating offensive animations. Accessing inappropriate websites, including pornography, crime, firearms, etc.
Create, transmit or cause to be created defamatory material.	Sending emails or creating web material that spreads rumours, gossip and lies.
Create, transmit or cause to be created material that is copyrighted to another person.	Copying information directly from sources and presenting it as your own.
Use networked equipment for playing games without permission.	Playing computer games in lesson without permission.
Gain deliberate unauthorised access to facilities or services accessible via local or national networks.	Entering and using anyone else's area. Registering your own or other student's email addresses for goods or services. Downloading anything from the internet.