

APPLEFORD SCHOOL
PUPIL ACCEPTABLE USE POLICY (FOR STUDENTS AGED 11+)

All pupils must follow the rules outlined in this policy when using school ICT resources and equipment, including all Internet access and the Virtual Learning Environment (VLE), accessed from both in and outside of school, and on school provided or personal electronic devices. Breaking these conditions may lead to: confiscation of any electronic devices, close monitoring of the pupil's network activity, investigation of the pupil's past network activity, withdrawal of the pupil's access and, in some cases, permanent removal from the school and even criminal prosecution. Pupils are also expected to take care of school-issued electronic devices and any damage to them may result in fines to replace or fix damaged devices. Misuse of the Internet will be dealt with in accordance with the school's Behaviour and Discipline Policy and, where there is a safeguarding risk, the Safeguarding Children-Child Protection Policy. The school is not responsible for any loss of data on the network, computers connected to the network or data storage used on the network (including USB memory sticks). Data held on the network will be backed up for a limited period. Pupils are responsible for backups of any other data held. Use of any information obtained via the network is at the pupil's own risk.

Pupil access to networked resources is a privilege, not a right. Pupils will be expected to use the resources for the educational purposes for which they are provided. Pupils are expected to use the network systems in a responsible manner. It is not possible to compile a complete set of rules about what is, and what is not, acceptable; however, the above should be a guide and in cases of dispute the decision of the Headmaster will be final.

In order to access and use IT equipment at the school:

- I will not post anything (including language or pictures) which might upset or offend other people;
- I will make sure all my passwords are safe and will not share them with anyone else. I understand I must not use or share anyone else's login details or use a device someone else is logged on to;
- I will change my password straight away if somebody else knows it /finds out what it is. I will make sure I log out after every network session;
- I will only go on appropriate material. I will not visit websites that might be inappropriate or illegal. I know that the school can see what I'm looking at on the internet;
- If I see anything that I shouldn't accidentally, I will tell an adult straight away, this could be other people's information or illegal / inappropriate websites. Offensive things include abuse, racist, terrorist, sexist, homophobic, bullying, porn or illegal;
- I will not give or put any of my own or anyone else's personal details on social media. I know that email is not always private. Any messages or communication through the internet that supports illegal activities will be reported to the police;
- I will be careful when I download anything. I know that the illegal download/copyright is not allowed and would be reported to the police. I will not download any software, system utilities or resources from the internet without adult permission;
- I will turn off mobile hot spots. I will not harm, destroy or remove equipment;
- I will not harm, destroy or remove other people's work or website that is connected to the system or cloud-based servers;
- I know that my device and any activity on it is my responsibility. I know that the school has the right to take away and look at my device.

Signed: _____ Date: _____
(Student) (Parent)