**Student ICT Acceptable use Policy**

**I agree to keep my personal information safe.**

*Be careful what information you put on the internet and who can see it. Use a nickname online and be very careful about what you privacy settings on sites like Facebook. This can help keep you safe.*

*Don’t give out personal information like email addresses, home or school addresses or mobile phone numbers to people you do not know. Do not give information about clubs you are in or where you are at specific times.*

*Only post photographs which you would be happy with your parents/carers seeing and make sure they don’t show where you or others live. Once a photograph is online, you can* ***never get it back*** *or stop it being sent to others.*

*Do not share your passwords and log in details as people could access your information without your permission.*

**I agree to only access sites that are appropriate for my age or download appropriate content and I will tell adults about any sites that I am worried about.**

*Some sites include inappropriate content like pornography, violence, racism, sexism and gambling. It is not appropriate to access these sites, and* ***often against the law****. It is also inappropriate to access sites in lessons that* ***distract you or others from learning****. You should not attempt to get around any security systems in school, they are there for your protection and safety. If something you need for work is blocked, ask a member of staff to help you.*

**I agree to always ask my parent/carer for permission to meet people that I have met online.**

*Some people on the internet are not who they say they are. Be careful who you chat to and make friends with on Social Networking sites like Facebook, My Space or Bebo. Never agree to meet anyone without telling an adult.*

**I agree to report my worries I have to an adult.**

*If an online, SMS or MMS message makes you worried or uncomfortable tell an adult, such as a teacher or family member or friend. You can also click on the ‘Report abuse’ button on many websites, don’t reply to upsetting messages or if you feel bullied online. Keep a copy of the message and show it to an adult you trust.*

**I agree to only send appropriate content via internet, SMS or MMS.**

*Never send any video clips, films, pictures or documents that are in any way inappropriate, offensive or illegal.*

**I agree not to use digital technology to write hurtful comments, bully or make threats.**

*Always respect others - cyberbullying is not acceptable and does cause distress. This is now an offence, the police can be called and people can be charged with harassment. Treat people as you would like to be treated.*

**I agree to take care to protect hardware and software.**

*You will be told the ICT classroom school rules by your teacher and regularly reminded of them, for example, the rules will be displayed in the classroom. Your files and online activities may be monitored by your teachers.*

**I agree to follow all ICT classroom school rules.**

My teachers, my parent/carers and other adults can provide me with knowledge, guidance and support to help protecting myself from potential danger and harm while using ICT. However, I am responsible for my actions and it is my responsibility to keep myself and others safe online and while using other technologies.

*This includes protecting the ICT equipment from spillages by not eating or drinking near computers. You should check any files brought in on memory cards, USB sticks or CDs to ensure they are free of viruses and other malware before use. You should take care of all ICT equipment and report any instances of vandalism to a member of staff.*

I understand that the school must take appropriate action if I have broken the Student Acceptable use Policy. The school may decide to inform my parents and/or take appropriate action such as; give a sanction/warning, detention, isolation or exclusion. I understand that this may mean restricting my access to the school ICT systems, limiting my use of the internet, restriction / reduction of file space, USB devices or printing or even confiscating my personal equipment to protect me, other users and the network as a whole.

**Name: Signed: Date:**

**If you want to find out more** about using digital technology safely go to:

**www.thinkyouknow.co.uk** **Digital safety advice** or [**www.ceop.gov.uk**](http://www.ceop.gov.uk) **Report Abuse Button**