



# Pupil Acceptable Use Policy (KS3/4/5)

## Safe

- I will make sure that my internet use is safe and legal and I am aware that online actions have offline consequences.
- I know that my use of school computers, devices and internet access will be monitored to protect me and ensure I comply with the school's acceptable use policy.
- I know that people online aren't always who they say they are and that I must always talk to an adult before meeting any online contacts.

## Private

- I know I must always check my privacy settings are safe and private.
- I will think before I share personal information and/or seek advice from an adult.
- I will keep my password safe and private as my privacy, school work and safety must be protected.

## Responsible

- I will not access or change other people files, accounts or information.
- I will only upload appropriate pictures or videos of others online and when I have permission.
- I will only use my personal device/mobile phone in school if I have permission from a teacher.
- I know I must respect the school's systems and equipment and if I cannot be responsible then I will lose the right to use them.
- I understand that any device that has been provided to me by the school is for my use only.
- I know that school computers and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I'm not sure if something is allowed then I will ask a member of staff.
- I will write emails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend.
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I know that use of the school's ICT system for personal financial gain, gambling, political purposes or advertising is not allowed.
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices.

## Kind

- I know that bullying in any form (on and off-line) is not tolerated and I know



that technology should not be used for harassment.

- I will not upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community I will always think before I post as once I upload text, photos or videos they can become public and impossible to delete.
- I will not use technology to be unkind to people.

### **Legal**

- I know it can be a criminal offence to hack accounts or systems or send threatening and offensive messages.
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources.
- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online.

### **Reliable**

- I will always check that any information I use online is reliable and accurate.
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present.

### **Report**

- If I am aware of anyone trying to misuse technology then I will report it to a member of staff.
- I will speak to an adult I trust if something happens to either myself or another pupil which makes me feel worried, scared or uncomfortable.
- I know that I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk), [www.childnet.com](http://www.childnet.com) and [www.childline.org.uk](http://www.childline.org.uk) to find out more about keeping safe online.