

**ACCEPTABLE USE POLICY FOR PUPILS**

**updated with e-safety council and e-safety governor 08.12.17**

* I understand that the Acceptable Use Policy is regularly reviewed by staff and pupils.
* I will always use what I have learned about e-safety to keep myself safe and will tell a teacher and a parent/carer if something makes me worried or unhappy.
* I will not share personal information about myself online and will only use the Internet when a member of staff is present.
* I will take responsibility for my own use of all ICT equipment and will use it safely and responsibly.
* I will not go on any unsuitable or illegal web sites on purpose. If I go on any by mistake I will tell a teacher and parent/carer straight away.
* When working on any school PCs or laptops, I will only search sites that the teacher has asked me to search.
* I will tell a teacher if an inappropriate image, text or video appears on my screen or upsets me and my report will be logged in a secure file.
* I will only use the usernames and passwords I have been given and I will keep them safe. I will not share my password with anyone apart from my teacher and parent/carer.
* I understand that all of my learning and Internet activity on school ICT equipment can be monitored.
* I will use iPads only in lesson times, not playtimes, unless a teacher has given permission.
* When communicating through my HWB account, I will always respect the feelings of others.
* I understand that a member of staff can check my iPad’s/ laptop browser history or any activity at any time.
* I will be sensible when taking images and videos of others and always respect their feelings when doing so.

***I have read/been told about the Acceptable Use Policy for Pupils and agree to follow all these rules. I know that my parent/carer has signed a similar document.***

 Pupil Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_