Acceptable Use Policy - pupils

I will read and follow the rules in the AUP

I understand that this AUP is regularly reviewed and that there are consequences if I do not follow it.

- I will always use what I have learned about e-safety to keep myself safe and will tell a teacher if something makes me worried or unhappy.

- I will only use school equipment for my school work and not to upset or bully other people or create a bad impression of my school.

- I will take responsibility for my own use of all IT equipment and will use it safely, responsibly and legally e.g.:
  - I will not open/download any attachments without checking with an adult.
  - I will make sure that my work does not break copyright.

- I will not go on any unsuitable or illegal websites on purpose e.g. rude images, violence and racism. If I go on any by mistake I will tell a teacher straight away.

- I will tell a teacher if I can see a website that is inappropriate or receive any unwanted messages.

- I will look after school IT equipment and report any damage to a teacher straight away.

- I will not try to get past any security measures in place to protect the school network.

- I will only use the usernames and passwords I have been given and I will keep them secret.

- If I have to use a flash drive (USB memory stick) in school, I will ask for an anti-virus check on it before I open my files.

- I will save only school work on the school network and will check with my teacher before printing.

- I will log off or shut down a computer when I have finished using it.

I understand that all of my work and internet activity on school IT equipment can be monitored and that there are consequences if I do not use the equipment sensibly, safely and responsibly.

Date……………