

## Appendix 2: Pupil Acceptable Use Agreement

These rules will keep everyone safe and help us to be fair to others;

- I will only use the school's computers for schoolwork, homework and as directed;
- I will not bring files into school (on removable media or online) without permission or upload inappropriate material to my workspace;
- I will only edit or delete my own files and not view, or change, other people's files without their permission;
- I will keep my logins, IDs and passwords secret and will change them when requested;
- I will use the Internet responsibly and will not visit web sites I know to be banned by the school. I am also aware that during lessons I should visit web sites that are appropriate for my studies;
- I will only e-mail people I know, or those approved by my teachers;
- The messages I send, or information I upload, will always be polite and sensible;
- I will not open attachments, or download a file, unless I have permission or I know and trust the person that has sent them;
- I will not give my home address, phone number, send photographs or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission;
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless I take a trusted adult with me;
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will save it and talk to a teacher / trusted adult;
- I am aware that some websites and social networks have age restrictions and I should respect this;
- I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk;
- I will respect that others need to use the computers. I will log off when I have finished using them and not interfere with their proper operation;
- I agree that the use of computers is monitored for the protection of both others and myself.

I have read and understand these rules and agree to them.

Signed:

Date:

|