

## Acceptable Use Agreement: Pupil Secondary

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- I will only use ICT systems in school, including the internet, digital video, and mobile technologies for school purposes
- I will not download, install software or alter any systems configuration on school technologies
- I will only log on to the school network, other systems and resources with my own user name and password
- I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my school-mail address
- I will make sure that all ICT communications with pupils, teachers or staff is responsible and sensible
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use
- I will not create, browse, download, upload, create files or folders, or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher
- I will not give out any personal information such as name, phone number or email address. I will not arrange to meet someone unless this is part of a school project approved by my teacher
- I am aware that when I take photos of pupils and/ or staff that I must only store and use these for school purposes in line with school policy and must never distribute these outside the school network without the permission of all parties involved. This includes school breaks and all occasions when I am in school uniform or when otherwise representing the school
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring the school community into disrepute including through uploads of images, video, sounds or texts
- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community
- I will not attempt to bypass the internet filtering system
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted
- I will not bring a Smart Watch to school because I am not permitted to wear one during the school day

