# **ICT Acceptable Use Policy: Pupils**

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| 1. I will only use the school’s computers for schoolwork, homework and as directed.
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| 1. I will not bring files into school (on removable media or online) without permission or upload inappropriate material to my workspace.
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| 1. I will only edit or delete my own files
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| 1. I will not view other people’s files without their permission.
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| 1. I will keep my logins, IDs and passwords secret.
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| 1. I will use the Internet responsibly seeking permission from a member of staff before I do so. I will not visit or attempt to visit web sites I know to be banned by the school.
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| 1. I will only e-mail people I know, or those approved by my teachers.
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| 1. The messages I send, or information I upload, will always be polite and sensible.
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| 1. I will not open attachments, or download a file, unless I have permission or I know and trust the person that has sent them.
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| 1. 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.
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| 1. 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.
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| 1. 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.
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| 1. I am aware that some websites and social networks have age restrictions and I should respect this.
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| 1. I am aware that my online activity at all times should not upset or hurt other people including other pupils and members of staff
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| 1. I am aware that I should not put myself at risk through my on-line activity at any time.
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| 1. I also understand that should I fail to follow the acceptable use policy the school will take appropriate action in line with the school Behaviour Policy.
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| 1. Complaints about cyber bullying are dealt with in accordance with our Anti-Bullying Policy.
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| 1. Complaints related to Child Protection are dealt with in accordance with school/local authority child protection procedures.
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