



IT Acceptable Use Policy for Students

This code of conduct applies at all times, in and out of school hours, whilst using school equipment. It also includes the use of your own mobile device in school. Your use of school equipment may be monitored to ensure the safety of yourself and others.

The school network and internet access will be provided for you to undertake work, conduct research and communicate with others but only on the understanding that you agree to follow this code.

This code of conduct is not intended to be exhaustive. At all times you should use the internet in an appropriate and responsible manner.

1. Protect yourself

To ensure the safety of my work and to ensure that I am not accused of inappropriate actions taken by somebody else:

- I will only log in with my own user name and password
- I will not share my passwords with anyone else
- I will always log out when I have finished my session and will not leave a computer unattended whilst I am logged on.

I will not give out any personal information such as name, phone number or address to strangers. I will not arrange to meet someone without first discussing this with my parents/carer. Anyone pretending to be someone else may not have my best interests at heart.

I will report any aggressive or inappropriate behaviour directed at me.

- internet for commercial purposes, eg gambling, advertising, buying or selling goods.

2. Respect yourself

I will be responsible when using the internet, including what I access and the language that I use.

I will not share or upload any inappropriate personal information about myself.

This applies to images of myself that could be considered inappropriate by the school and that I could later regret.

I will not take information off the internet and pass it off as my own work.

3. Respect others

I will make sure that all communication with others is respectful.

I will not deliberately browse, download, upload or forward material that could be considered inappropriate by the school or that is offensive or illegal. If I accidentally come across any such material I will report it immediately to a teacher.

I will not attempt to access any part of the network that is not meant to be accessed from my own personal logon (including other users' work areas) and will immediately report any instance where I have gained access to a restricted area.

4. Protect others

I will not photograph, film or take screen shots of others without their permission. I will not forward images or movies of others if they are sent to me and will report these to my Head of Year.

I will not distribute images of students or staff without their permission.

I will ensure that my online activity, inside and outside school, will not cause my school, its staff or students distress nor will it bring my school into disrepute.