

Reviewed: Autumn 2021
To be Reviewed: Autumn 2022



Acceptable Use Policy - College Centre

Policy Introduction

This document has been developed to help you understand the rules of using computers in school. You should always follow the rules set out in this policy because these rules will help keep you and your classmates safe.

When using the school's ICT equipment and other information systems, I have understood and will comply with the following statements

- I have read and know what the computer rules in this document mean to me.
- I will only go on the internet using my own username and password.
- I will make sure that my password for the internet is difficult to guess and I will not share my password with anybody else apart from my teacher.
- If I think someone has guessed my password I will tell a teacher.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I see anything like this I will tell my teacher immediately.
- I will not try and get to any websites that the school has blocked access to.
- I will make sure I take care of any school-owned ICT equipment that I use in school or at home.

- I will not install any software on school computers.
- I will return any school-owned ICT equipment to (name of person) when I have finished using it.
- I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my safety.
- I will not damage any school-owned ICT equipment.
- I will not eat or drink while using school-owned ICT equipment.

Social Media

- I know that some websites and social networks have age restrictions and I should not use them unless I am old enough.
- I will not say nasty or hurtful things about any member of staff or pupil online.
- I will not give away any of my personal details (full name, age, date of birth, sex, address etc.) or the personal details of other users in school, over the internet. This includes photographs or video images of me, other pupils or members of staff.
- I will never arrange to meet anyone I have only met online unless a trusted adult is with me.
- If I see any hurtful comments about the school, staff or pupils. I will take screenshots for evidence and report to the eSafeguarding coordinator.

Managing Digital Content

- I will only use school-owned equipment to create pictures, video and sound. Pictures, video and sound will not be taken without asking permission first.
- I will not publish anything online, e.g. images or pictures, without asking my teacher.

Email

- I will only use my school email address to contact people I know or those agreed by my teacher.
- I will take care in opening any attachments sent by email. I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- When sending emails I will make sure that they are polite and sensible. I will not use my school email account to forward chain emails.

Mobile phones and devices

- I will only bring my mobile phone or other devices to school with permission from my teacher.
- I will only use mobile phones and mobile devices (e.g. Nintendo DS) when my teacher tells me I can.
- I will not take pictures in school on my mobile phone or mobile device.

Agreement

I agree to follow the rules set out in this Acceptable Use Policy. I know that if I break any of these rules my parent/carer may be told.

Pupil name

Signed

Date

ICT Concern Reporting Form

Name of person raising the concern:	
Nature of the concern:	
Date of incident:	

Students should pass on the form to the classroom teacher if this relates to another student. It should be dealt with by the classroom teacher in the appropriate way. If this relates to an adult or other member of staff, this should be passed to the Head Teacher. All copies to be forwarded to the e-Safeguarding co-ordinator (J Weller)

Action taken (and by who):