



ACCEPTABLE USE POLICY

The following are rules for using the school network and the internet

- Network/internet access must be made with your own authorised username and password which must not be given to any other person.
- No games or music should be stored in your 'My Documents' folder.
- No tampering or vandalising of any ICT hardware. Any damage to hardware will be charged to your parent/guardian.
- No printing unless requested to do so, especially colour printing.
- No access to the internet where there is no supervision.
- Do not ignore pop-up boxes you do not understand – ask for help.
- Only email people you know or people your teacher has approved.
- You are responsible for emails that you send. All messages you send must be polite and sensible.
- Emails containing offensive language will be filtered and blocked. It is your responsibility to ensure everything you send is appropriate.
- Do not open unknown emails or attachments. Inform a teacher if in any doubt.
- The school VLE (Google Classroom) should be used for educational purposes only as advised by your teacher.
- Searching for offensive material online is prohibited and will be flagged up.
- Web hosting account is only for ICT work only.
- The school may check your computer files and internet sites you visit.
- The internet is a privilege and should be used for educational purposes only.

I agree to be bound by the above rules and accept that network and internet access is a privilege and not a right. If I fail to follow any of the rules above, access to my account or the internet may be removed.

Pupil Name:

Class:

Signed Pupil:

Date:

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Signed Parent/Carer:

Date:

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