# Pupil Acceptable Use Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

#### For my own personal safety:

* I understand that the school will monitor my use of the systems, devices and digital communications.
* I will keep my usernames and passwords safe and secure – I will not share it or try to use any other person’s username and password.
* I will not disclose or share personal information about myself or others when online
* I will tell an adult or use the CEOP button to report anything that worries or upsets me online.

#### I understand that everyone has equal rights to use technology as a resource and:

* I understand that the school devices are for learning - I will not use them for other things unless I have permission.

#### I will act as I expect others to act toward me:

* I will respect others’ work and property and will not access, copy, remove or change any other user’s files, without their permission.
* I will be polite and responsible when I communicate with others
* I will not take or distribute images of anyone without their permission.

#### I recognise that the school has a responsibility to keep IT resources safe and protected for all:

* I will not try to upload, download or access any materials which are inappropriate or may upset others.
* I will immediately report any damage or faults to equipment or software.
* I will not alter computer settings.

#### I understand that I am responsible for my actions, both in and out of school:

* I understand that I should stick to these rules when I am out of school as well to keep myself and others safe.
* I know that if I break the rules I might not be able to use the computers and my parents may be contacted.