



Christ Church C.E(VC) Primary School



ICT Acceptable Use Policy

When using the school's ICT equipment and other information systems, I have understood and will follow these guidelines:

- I have read and know what the computer rules in this document mean to me.
- I will only log on to the computers, PurpleMash, DB Primary and SumDog using my own username and password.
- I will not share my password.
- If I think someone has logged in as me I will tell a teacher.
- I will not look for, save or send anything that could be unpleasant or hurtful.
- I will make sure I take care of any ICT equipment.
- I will not install any software on school computers.
- I know that my use of ICT is checked and that parents/carers contacted if there is concern.
- I will not eat or drink while using 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 comment about any pupil or member of staff online.
- I will not give away any personal details.
- I will not use any photographs without permission.
- If I see anything that concerns me, I will report it to an adult.

Managing Digital Content/Email

- I will not publish anything online, e.g. images or pictures, without asking 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 appropriate.

Mobile phones and devices

- I will only bring my mobile phone or other devices to school with permission from my teacher and written permission from home.
- I understand that the school accepts no liability for the loss or damage of these devices.
- 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 AUP.
I know that if I break any of these rules my parent/carer will be told.

Name: _____

Signature: _____

