



## ICT ACCEPTABLE USE POLICY - STUDENT

The school has computers with internet access to aid learning. These rules will help keep you and others safe. You and your parent/carer will have to sign and agree to these before you are allowed to use the ICT facilities.

### Using the computers:

- I will only access the computer system with the login and password I have been given and ensure I protect these details.
- I will not access other people's files/computers.
- I will not bring in CDs, Memory Sticks etc. from outside school and use them on the school computers without permission from the Computing teacher.
- I will not change any settings on the school computers without permission.
- I will use the equipment for the purpose it is intended.
- I will not move equipment from one computer to another without my teacher's permission
- I will not use any device, whether school or personally owned to bully or harass anyone or to send inappropriate content of any type.
- I will not use any websites, apps or services that may bring the school into disrepute.
- I understand that any attempt to breach technical safeguards, conceal network identities or gain unauthorised access to any system is unacceptable.

### Using the internet:

- Our school filtering system should block all inappropriate material however, I will immediately report to my teacher any unpleasant material that gets through because this will help protect other students and myself.
- I understand that the school may check my computer files and may monitor the internet sites I visit.
- I will not complete and send forms online without permission from my teacher.
- I will not give personal details of any other student when completing forms.
- I will not use any device, whether school or personally owned to access illegal internet content
- I will not use any device, whether school or personally owned to spread hateful messages or personal views that could cause upset to others.

### Using email or other messaging services:

- I will immediately report any unpleasant messages sent to me because this would help protect other students and myself.
- I understand that email messages I receive or send may be read by others.
- The messages I send will be polite and responsible.
- I will only email people I know, or my teacher has approved.
- I will not give my full name, my home address or telephone number or that of another student.
- I will not use email or any other form of communications media to arrange to meet anybody other than a Wellacre student outside of school hours.
- I will not send abusive, inappropriate or upsetting messages to anybody via email or any type of communication media.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Carer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_