

Daubeney Academy Acceptable Use Policy

IT equipment including the internet, learning platforms, email and mobile technologies has become an important part of learning in our school. We expect all pupils to be safe and responsible when using any IT. It is essential that pupils are aware of Online-Safety and know how to stay safe when using any IT.

- I will only use IT systems in school, including the internet, email, digital video, mobile technologies, etc, for school purposes under the supervision of a member of staff.
- I will not download or install software on school technologies.
- I will only log on to the school network/learning platform with my own username and password.
- I will follow the school's IT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my school email address.
- I will make sure that all IT communications with students, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of students and/or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside of the schools network without the permission of the individual(s).
- I will ensure that my online activity, both in and out of school, will not cause either staff, students or others distress or bring into disrepute.
- I will support the schools approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parents/carers will be contacted.

We ask you and your child to sign this as soon as possible. Only once it has been signed can access to the Internet be permitted. If any student violates these provisions, access to the Internet will be denied and the student subject to disciplinary action depending on the seriousness of the violation. Where appropriate, police may be involved or other legal action taken. I have read and understand the above and agree to abide by the policy.

Student: _____ Date: _____

Parent/Carer: _____ Date: _____