

## FOR REFERENCE ONLY

**BY CLICKING AGREE AT THE BOTTOM OF THIS POLICY,  
YOU CONFIRM THAT YOU HAVE READ AND UNDERSTOOD ALL PARTS OF THE  
POLICY.**

Use of school computers and IT equipment is governed at all times by the following policy. Please ensure you understand your responsibilities under this policy and by using the school's IT and related systems you are agreeing to the terms of this Acceptable Use Policy.

- I confirm that I will use the school's ICT systems responsibly, for educational purposes only with a teacher present or with the teachers' permission.
- I will keep all my passwords confidential (only you should know) and I will log out of all devices when I am absent from the device for any period of time.
- I will not access inappropriate websites including but not limited to; illegal adult content, social networking sites, chat rooms, racist, pornographic, sexist discriminative websites or any websites making jokes or slurs about ethnicity, sexual preference or gender preferences.
- I will not arrange to meet anyone offline without my parents/carers being made aware.
- I will not open attachments in emails or follow links without first checking with a teacher or the IT team.
- I understand that all school devices both in and outside of school, including any devices linked via wifi, and personal devices linked to the school system will be monitored. Monitoring includes but is not limited to Senso software, web filtering, and antivirus.
- I will immediately let a teacher, IT team or member of staff know if I find any material that might upset, distress or harm myself or others.
- If any of my own equipment is brought on site for any use I will ensure it is subject to a Portable Appliance Test by site maintenance staff and I will not use it until it has been approved.
- I agree to use the system in a safe, legal and appropriate manner including appropriate language at all times online including in emails.
- I agree to comply with all confidentiality and copyright laws. Anything online or on the school system with a copyright symbol (add symbol) I will assume they are protected under copyright laws.

**For any further explanations, issues, enquiries or to report breaches of this policy, please see your class teacher or the IT team immediately.**

