I.T Acceptable Use for pupils

Adopted by Symphony Learning Trust	Spring 2017
Next Review Due	Change of Regulations

For the purpose of this policy, the 'Headteacher' refers to the Executive Headteacher, Headteacher or Head of School.

ZIP IT
Keep your personal stuff private and think about what you say and do online.

BLOCK IT
Block people who send nasty messages and don't open unknown links and attachments.

FLAG IT
Flag up with someone you trust if anything upsets you or if someone asks to meet you offline.

To keep me safe whenever I use the internet or email, I promise…

🕐 to keep my username and password private and not to use anyone else's
🕐 to keep all personal information private
🕐 to block unknown links and attachments by not opening anything that I do not trust
🕐 to report any messages or internet pages that are unsuitable or upsetting
🕐 to tell someone I trust if someone asks to meet me offline

When using computer equipment in school…

🕐 I understand that my behaviour will be checked
🕐 I will not play games unless I have permission
🕐 I will not open, copy, delete or change anyone else's files, without their permission
🕐 I will be polite and think carefully about how I talk to others online and what I say about them
🕐 I will not take, copy or send pictures of anyone without their permission
🕐 I will not try to upload, download or open any files, programmes or websites which are unsuitable or illegal
🕐 I will not try to get around the filtering or security systems
🕐 I will not install any programmes nor change the settings
🕐 I will not use chat and social networking sites unless I have permission from an adult
🕐 I will not copy other people's work and pretend it is my own
🕐 I will not try to download pirate copies of music, videos, games or other software
🕐 I will check that information I use from the internet is from a trusted website

If I break these rules…

🕐 I understand that the school's behaviour guidelines will be followed

I have read and understand this policy and agree to follow it.

Name of pupil _____

Signed_____   Date _____

I have read and discussed this policy with my child and give permission for him/her to use the school's ICT systems, including the internet.

Parent/Carer signature _____   Date _____

School name…………………………………..