Acceptable Use Policy for learners

When I am using the computer or other technologies, I know that I need to feel and safe all the time. To ensure this:

• I will always keep my passwords a secret.

• My personal data will only be stored securely.

• My personal details must always be kept private (my name, family information, school, journey to school, my pets and hobbies are all examples of personal details).

• I will only visit sites which are appropriate to me.

• I will only work in collaboration with people my school has approved and will deny access to others.

• I will respect the school network security.

• All messages I send must be respectful.

• If I see any content that makes me feel unsafe or uncomfortable I will show to a responsible adult (Class teacher, DSLs) or report using CEOP.

• I will not reply to any nasty messages or anything that makes me feel uncomfortable but I will screen shot, save and share this information with an adult.

• My own mobile device will never be used in school.

• My mobile phone number is only ever given to friends I know in real life and trust.

• I will only email people I know or who are approved by my school.

• When in school, I will only use the email address which has been provided by my school.

• When using a website or App, I will always follow the terms and conditions.

• I will not share images of myself or others.

• I will only create and share content that is appropriate.

• I understand that it could be dangerous to meet someone I've never met before; I would always need an adult that I know with me.

I am aware that anything I do on the computer may be seen by someone else. I am also aware that the school's internet and safety filter is maintained and monitored by Telford and Wrekin Local Authority. Once I share anything online, I know that it is completely out of my control and that it may be used by others in a way that I did not intend.

Signed...

Print name..

Date ....