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**Secondary Pupil Acceptable Use Policy**

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| Date of last review: | ****May 2017**** | Review period: | ****2 years**** |
| Date of next review: | ****May 2019**** | Owner: | ****DFO**** |
| Type of policy: | ****Academy**** | LAB or Board approval: | ****Board**** |

**Secondary Pupil Acceptable Use**

**Agreement / eSafety Rules**

* I will use the internet, e-mail, videos, mobile etc. only for purposes of school.
* I will only use my school e-mail address.
* I will not download software in school systems.
* I will not share my passwords.
* I will comply with the schools ICT security system.
* I will be responsible and sensible about ICT communications with pupils, teachers and other staff.
* I will be responsible for online behaviour, including the use of resources and language used.
* I will not download, browse, upload, forward illegal or offensive material. If I come across this material I will report it to my teacher immediately.
* I will not share personal information like name, phone or address details or arrange to meeting somebody unless it is part of a school project approved by a teacher.
* Images of pupils and staff taken, stored and used in line with school policy, should not be distributed outside the school without the permission of XXXX.
* My online activity both within and outside school premises will not cause distress to my school, staff or pupils.
* I will not deliberately upload images, text, audio, video or any content which may cause offense to members of the school community.
* I will not attempt to infiltrate the school’s internet system.
* I will respect the privacy and ownership of other’s work.
* If I see something online that makes me feel uncomfortable, I will inform my class teacher.
* I understand my internet use can be monitored and information made available to my teachers.
* I understand these rules are designed to keep me safe and that if violated, school sanctions will be applied and my parent / carer can be contacted.

Dear Parent / Carer

Since the use of ICT including the use of internet, e-mail, mobile, social networking etc. have become a crucial part of learning at school, we want all pupils to be safe and responsible while using these valuable resources.

Pupils are expected to discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their class teacher or NAME, XXX school eSafety coordinator.

Please return the bottom section of this form to school for filing.

**✂**

**Parent / carer signature**

We have discussed this and ……………………………………..........(child’s name) agrees to follow the eSafety rules and to support the safe use of ICT at XXX School.

Parent / Carer Signature …….………………….………………………….

Class …………………………………. Date ………………………………