I will only use school ICT systems and equipment, including the Internet, e-mail, digital video, and mobile technologies for school purposes

- I will not download or install software or save files which are not my own such as music files, on school machines, without prior agreement from the Headteacher or the Head of Computing.

- I will only log on to the provided network, other systems and resources with my own username and password

- I will not reveal my passwords to other learners

- I will only use my school e-mail address on school computers

- I will only use the email provided by the school on school computers

- I will make sure that all ICT communications with students, teachers or others are responsible and respectful

- I will be responsible for my behaviour when using the Internet, particularly search engines, this includes resources I access and the language I use

- I will not browse, download, upload, forward or use as a screen saver material that could be considered offensive or illegal.

- 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

- If I take images of learners and/or staff I will only do so with permission, I agree to only store and use these for school purposes in line with school policy and must never distribute these outside the school network without the permission of all parties involved. Images will not be permitted to be removed from the school under any circumstance even at the end of my time at school.

- I will ensure that my on-line activity, both in school and outside school, will not cause my school, the staff, learners or others distress or bring the school into disrepute, this includes any illegal use of technology

- I will follow the guidance provided in CEOP sessions about on-line safety and not upload or add any images, video, sounds or text that could upset anyone or place myself or other at risk of exploitation

- I will respect the privacy and ownership of others' work on-line at all times, only opening, moving or deleting my own files

- I will not attempt to bypass any internet filtering system

- I understand that all my use of the internet and other related technologies will be monitored and logged and can be made available to my teachers

- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher and I will not sign up to any online services until I am old enough to do so

- I will not bring any Smart Technology to school unless this is for an agreed school purpose, I will also accept this technology to remain in the care of teachers when not in use for the agreed purpose

- I will not access any websites or social network pages that promote extremist views. If I come across anything, which makes me feel uncomfortable, I will turn off the computer monitor and let a teacher know immediately. Any learner found intentionally accessing such material will be reported to the relevant authorities

- I will never take information from the Internet and use it as my own; this would breach copyright laws and may mean disqualification from qualifications.

By signing, I confirm I have read and agree to the above. I understand that these rules have been designed to keep me safe and that if they are not followed, school sanctions will be applied and I may lose my access/use of school computers and/or the Internet. If actions are severe enough, the school can take legal action and the authorities may be contacted.

Signed:	Name (print):
Date:	

Definition of 'school computers'
-any IT equipment inside the school premises that belongs to the school or has been provided by a local authority for school purposes.

This information is provided to each secondary age learner within their planner.
This information may be provided in visual form for students who request this or if staff feel this would support the student to understand the content.