



# Acceptable Use Policy for ALL Junior Students

- I will only use the school IT equipment for purposes I have agreed with a supervisor or another member of school staff.
- I will keep my password and login private.
- I will not interfere with anyone else's passwords, logins settings or files on the computer.
- I will always seek permission before downloading material from the Internet or using material I have brought into school because I understand the risks from virus infections.
- I understand that I should only publish material on the Internet that is my own work.
- I know I need permission to take someone's photograph or video them.
- Any messages or emails I send will be polite and responsible.
- I will not send or forward messages or create material which is deliberately intended to cause upset to other people.
- I will inform a supervisor or another member of staff if I see or receive any unpleasant material or messages.
- I know I must take care about giving away my personal information and making contact with people I do not know using the Internet.
- I understand that the school may check my use of IT and contact my parent/carer if they are concerned about my eSafety.
- I understand that if I do not follow these rules I may not be allowed to use the school computers or access the Internet for a period of time and that this may apply even if the activity was done outside school.

**Full name**.....

**Signed**..... **Date**.....

**Policy Review Information:**

Review date	Changes made	By whom	Date of next review
September 2017	No changes required.	Mrs. D Thomas	September 2020