



Sunningwell C of E Primary School

WHOLE SCHOOL POLICY FOR Acceptable use of IT

I _____ agree to

- Be polite – never send or encourage others to send abusive messages.
- Use appropriate language – users should remember that they are representatives of the school on a global public system. Illegal activities of any kind are strictly forbidden.
- Not to use language that could be calculated to incite hatred against any ethnic, religious or other minority group.
- Privacy – I will not reveal any personal information (for example home address, telephone number) about myself or other users. I will not trespass into other users' files or folders.
- Password – I will not reveal my password(s) to anyone with the exception of my parents/carers so they can access online school homework. If I think someone has learned my password I will contact a member of staff.
- Electronic mail is not guaranteed to be private. I will not send anonymous messages.
- I will not use the network in any way that would disrupt use of the network by others.
- I will not attempt to gain access to unauthorised chat rooms.
- If I find unsuitable websites through the school network I will report the web address to the member of staff responsible.
- I will not introduce 'pen drives' or other devices into the network without having them checked for viruses.
- I will not attempt to visit websites that might be considered inappropriate. All sites visited leave evidence in the network if not on the computer. Downloading some material is illegal and the police or other authorities may be called to investigate such use.
- **If I am upset or worried about something or need help with online activities I know I can talk to a trusted adult like a teacher, parent or carer**

Signed _____ Date _____