

Acceptable Usage Policy - Aysgarth School

(reviewed September 2020)

This is the Acceptable Usage Policy (AUP) for Aysgarth School. The purpose of this policy is to promote positive and responsible network and internet behaviour. Please read carefully and sign at the bottom to show you agree to these terms. If you do not sign and return this form you will not be able to use the school's IT systems.

For pupils:

- I am responsible for any computer allocated to me. I will put it away, make sure it is charged and ensure that it is correctly used at all times.
- I will only use the school internet and network for my school work or when a teacher has given specific permission.
- I will only use my school email address when using email in school.
- I will be careful when opening emails from people I don't know and I will ask an adult if I'm unsure whether to open it.
- I will not share my network password.
- I will not look at or delete other people's work or files.
- I will make sure all my contact with other people at school is responsible. I will not cyberbully pupils or teachers.
- I will alert a member of staff if I suspect that I have been approached, online, by someone that I don't know or recognise.
- I won't look for or look at unpleasant or inappropriate websites. I will check with a teacher if I think a website might be unsuitable.
- I won't give out my personal details, such as my name, address, school or phone number on the internet.
- I understand that meeting people in real life who I first met online is dangerous. If someone is asking to meet me in real life I will inform a teacher, my parents or guardians immediately. I will not arrange to meet them by myself.
- If I think that a peer is using the school's IT systems incorrectly, I will speak to a member of staff.
- I won't upload or download any pictures, writing or movies which might upset people or make other people think the school is a bad place.
- I won't try to install software onto the school network because it might have a virus on it and cause

a lot of damage. Instead I will ask a teacher for advice.

- I will be careful with keyboards, mice, headphones and all other equipment, and when turning a computer on or off.
- I know that everything I do on the computer at school is recorded and that the school can talk to my parents if a teacher is worried about my online safety.
- Images of pupils and staff will only be taken, stored and used for school purposes in line with school policy. Images will only be used on the internet, in the press, or in media, with permission.

I will try to follow these rules all the time because I know they are designed to keep me safe.

Signed Pupil: _____

For parents:

- I agree to support and uphold the principles of this document in relation to my child and their use of the internet, at home and at school.
- I agree to uphold the principles of this policy in relation to my own use of the internet, when that use is related to the school, employees of the school and other students at the school.

Signed Parent/Guardian: _____

Date: _____