



# Acceptable Use Policy Pupil Agreement Form

Acceptable Use Policy  
(AUP): Pupil Agreement  
Form

**Updated:**

June 2021

**Adopted:**

June 2021

**Next Review:**

June 2022

**Responsible SLT:**

Beth Meldrum,  
Director

# Cairo English School

## Acceptable Use Policy (AUP): Pupil agreement form

**These rules will keep everyone safe and help us to be fair to others.**

1. I will only use the school's computers for schoolwork, homework and as directed.
2. I will not bring files into school on removable media, without permission. I will only edit or delete my own files, and not view or change other people's files without their permission.
3. I will not download or install any software on the school's computers.
4. I will keep my logins, IDs and passwords secret, and only use my own login when accessing the school computers or any learning resource.
5. I will use the internet responsibly and will only use the websites as directed by the teachers. I should visit websites that are appropriate for my studies.
6. If a message from the antivirus software alerts me, I will report to a teacher as soon as possible.
7. I will not open attachments, or download a file, unless I have permission from a teacher.
8. I am aware that all use of school computers is logged and can be monitored and that this includes a record of all internet searches.
9. I will not give my home address, phone number, send photographs or video, or give any personal information that could be used to identify me or my family or my friends.
10. I will never arrange to meet someone I have only ever previously met on the Internet or by email / chat rooms / social media.
11. If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will alert a teacher or trusted adult immediately.
12. I know that some websites and social networks have age restriction and I will respect this and not access unsuitable websites or apps - including social media.
13. I am aware that online activity, including instant/text messaging, at all times should not upset or hurt other people and that I should not put myself at risk.
14. I am aware that my use of the internet to interact with other students can be used in school disciplinary proceedings, even if this occurs out of school times.
15. I understand that mobile phones are only permitted to be brought into school by children and they must ensure that the phone stays switched off during the school day, remains in my school bag and that it is my responsibility.

I have read and understood these rules and I agree to follow them at all times and the school will take necessary action, involving parents / appropriate authorities if deemed necessary by the Safeguarding Team.

Pupil:

\_\_\_\_\_ Date: \_\_\_\_\_

Parent:

\_\_\_\_\_ Date: \_\_\_\_\_