



Pupil Acceptable Use Agreement

This policy and procedure applies to the pupils of St Dunstan's Trustee Limited on behalf of St Dunstan's Education Foundation & College Hire Limited.

I understand that I must use St Dunstan's College systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

I agree to follow the rules below when using ICT at St Dunstan's College (SDC) and at home (H):

- I will only use ICT at the College for school purposes. (SDC)
- I will only use my login and password and never share these with others. (SDC) (H)
- I will not connect a memory stick or other storage device (including phones and tablets) to a College computer. (SDC)
- I will only open files intended for me and delete my own files. (SDC)
- The messages I send (including emails, instant messages, Snapchat, Instagram, etc.) will be polite and sensible. (SDC) (H)
- I will never give out my own or other people's name, address (including email) or phone number online. (SDC) (H)
- I will never upload any images of school activities to any social networking site. (SDC) (H)
- I will not deliberately look for, save or send anything that could be construed as obscene, hateful, threatening or offensive. (SDC) (H)
- I understand that sending a message with the deliberate intention of making another person feel offended, embarrassed, threatened, or hurt is bullying, and will be dealt with according to the College Anti-bullying policy. (SDC) (H)
- If I see anything I am unhappy with on the computers or other devices, I will turn the screen off and tell a member of staff, my parents or other appropriate adult straight away. (SDC) (H)
- I understand that the College can check my computer or other devices and that my parents/carers can be contacted if College staff are concerned about my online safety.
- I understand that I must check my College email account regularly (at least once per day) and that I must attempt to respond to or acknowledge email messages in a timely manner. (SDC) (H)
- I understand that the sanctions for misuse of ICT will be in line with the Expected Pupil Behaviour Policy, and may include a call-back, detention, restriction of ICT privileges or more serious sanctions for actions such as bullying or possessing or sending offensive material.

Pupil Name: _____

Form: _____

Pupil Signed: _____

Date: _____

Parent Signed: _____

Date: _____

Reviewed: Michaelmas 2023

Next review: Michaelmas 2024