

## Mercia Learning Trust - Acceptable Use of ICT for Students Policy

The school allows you to use the computers and other devices in school to access the Internet to help you with your learning. You are responsible for your behaviour and actions when accessing the Internet at school, whether on your own or school equipment.

- School computers and devices are for school work and homework
- You must keep usernames and passwords safe and not share them with anyone. Only use your own log-in
- You must not search for, look at, download, upload or forward anything that is illegal or offensive to others. This means you must not look at anything that is pornographic, racist or violent in nature. If you accidentally see anything that is pornographic, racist or violent in nature, you must tell a member of staff.
- If you see or are sent anything that is upsetting you must tell a member of staff straight away.
- You must only send messages to people you know.
- Any messages you send or put on-line must be polite and responsible and must not cause offence to anyone. You must not upset, offend or bully any other user.
- You must not take any photos or videos of staff or students without their permission.
- You must not bring the school into disrepute.
- You must not share your or your friends' personal information including photos or videos.
- **You must never arrange to meet someone you only know online.**
- You must not use other people's work or ideas in your schoolwork unless you say where and who you got it from.
- You must not try to change any settings or install any software on equipment without permission or download files or resources from the Internet.
- You must not try to get past any of the security systems that are there for your protection and safety.
- Files brought in from home should only be to do with school work and you must make sure that any files or USBs don't have viruses.
- You must not connect your phone or device to the school system.
- You must not try to delete any files or resources from the school system.
- You must listen to and act on the advice that school gives you to keep safe on-line.

I have read and understood the statements and I will follow the rules for use of ICT and the internet.

I understand that if I do not follow the rules, I may not be allowed to use the school computers, iPads or internet.

I understand that there may also be a further consequence in line with CBM.

Student signature.....Form Group.....

Student full name.....Date.....