

10th October 2017



**The Queen Elizabeth
Academy**

“We Can and We Will”

Dear Parents and Guardians

Acceptable Use Policy for Pupils to sign and parents/guardians to confirm understanding. Once signed, please return the form to school and hand in to your child’s computer/ICT class or Reception.

Background

Technology is a part of learning, entertainment and communication however the use of technology can also bring risks. It is important that you learn to recognise risks and take action to stay safe. When using technology within the academy, students must agree to the following:

I understand that my internet and email activity is subject to monitoring.

I promise to only use the academy ICT for schoolwork that the teacher or responsible adult in school has asked me to do.

I promise not to look for or show other people things that may be offensive or distressing.

I promise to show respect for the work that other people have done.

I will not use other people’s work or pictures without permission to do so.

I will not damage the ICT equipment. If I accidentally damage something I will tell my teacher.

I will not share my password with anybody. If I forget my password I will let my teacher know.

I will not use other people’s usernames or passwords.

I will not share personal information online with anyone.

I will not download anything from the internet unless my teacher has asked me to.

I will not try to access anything illegal.

I will not sign up to and use social networking sites I am not permitted to.

I will not access or share any sites or information that may cause offence or harm to me or others.

I will let my teacher or responsible adult in school know if anybody asks me for personal information.

I will be polite and responsible when I communicate with others.

I will only use my personal device if I have received permission from a member of staff.

I will let my teacher or responsible adult in school know if anybody says or does anything to me that is hurtful or upsets me.

I will let my teacher or responsible adult in school know if someone has accessed or shared a website or information that is offensive or illegal.

I will be respectful to everybody online. I will treat everybody the way that I want to be treated.

I understand that some people on the internet are not who they say they are and some people may be unkind and wish me harm. I will tell my teacher if I am ever concerned in the academy or my parents if I am at home.

Continued overleaf

I understand that I am responsible for my actions and the consequences. If I break the rules in the Acceptable Use Policy there will be consequences of my actions and my parents will be told.

I understand that my use of academy technology systems and devices is monitored when I am working both on and offline.

I have read and understood the above and agree to follow these guidelines.

Name of Pupil: _____

Signed: _____

Year Group: _____

Date: _____

I have read this Acceptable Use Policy and understand that my child's internet access could be monitored to ensure that there is no illegal or inappropriate activity by any user of the academy network. I acknowledge that this has been explained to my child and that they have had the opportunity to voice their opinion and to ask questions.

Name of Parent: _____

Signed: _____

Date: _____