

E-safety and Acceptable Use: Pupil summary



There is a lot of benefit in using the internet to support your learning, but these benefits mean that you will have to be very careful when using the internet, both in and out of school.

We will always attempt to prevent you from coming into contact with material which might not be suitable, but you must also work alongside us to make sure you always follow the rules and understand our e-safety and Acceptable Use policies. They are both available on the school website, but here is a summary:

- Every time log on to a computer or laptop in school, you must click to say that you understand the policy. Once you click to accept, you cannot say you didn't know about the rules you must follow!
- Anything you type in, save or visit is your responsibility.
- If you notice anything you are not comfortable with or happy about, you must tell a teacher or other member of staff immediately. This could be something on your own screen or somebody else's.
- In school, we use automatic monitoring software which can send us a report telling us what you have been doing and also can view/record screens. This is for your safety and the safety of others.
- We have software which filters the sites you can visit. This means sometimes sites will be blocked for a very good reason. Make sure you do not do anything which looks like you are trying to bypass or "get around" this block.
- When you are in school, pupils must **ONLY** access and use a school email address and you are not allowed to access personal email addresses from school computers.
- If you receive a suspicious email or a message from somebody you do not know, you must not open it! Please tell your teacher, or another member of staff immediately.
- You are not allowed to forward chain letters or send spam.
- You are not allowed to attempt to attach your device (phone/laptop) to the school Wi-Fi.
- You are not allowed to play non-educational games in school.
- Make sure your passwords are safe, and try to use something complex so nobody could easily guess them.
- Never, ever touch or attempt to disconnect ICT equipment. You must let your teacher know if there is a fault or problem as soon as you notice it.

If you break any of these rules, you will be sanctioned according to our behaviour policy, or it may even be passed to police and other authorities if you break the law.

Remember...we have the right to disclose anything to parents, the police or other authorities if you do anything we should be concerned about.

Keep safe, follow the rules and always check with a teacher if you are unsure!