St Peter's Acceptable Use Policy for Pupils

I know that I must use technology safely

- I know that the school can see and check what I do on the computers and iPads.
- I will treat my username and password like my toothbrush – I will not let anyone else use it, and I will not use theirs.
- I will be aware of my personal safety when I am communicating online and will not share personal information about myself or others.
- I will tell a teacher immediately about any nasty or inappropriate material or messages on the computer, or anything that makes me feel uncomfortable when I see it.
- I understand that school will look after me and my classmates and can help if anything happens online – even if I am using a device at home.

I know that I must use technology responsibly

- I understand that the computers and iPads are here for school work only.
- I will only upload pictures or videos from inside the school if I have permission.
- I understand that the school's security and internet filter is there to protect me and protect the computer network. If I need access to a blocked website, I will ask my teacher.
- I will only download things onto the computer if it is related to my school work and I have permission from my teacher.
- I understand that I must not download or display inappropriate pictures or other material from the internet.

I know that I must help look after the school's equipment

- If I have a problem with my computer or iPad, I will tell a teacher immediately so that the problem can be fixed – I won't leave it broken for the next person.
- I will only use programs that are already on the device. If I need a new program, I will ask my teacher - I won't try to install it myself.
- I know that I should not eat or drink around any electronic device.

I know that I must respect others when I am online

- I will always treat others the same way I would want them to treat me – just as I would when not using technology. I will not use the internet to be unkind or bully anyone.
- I will be polite online, and I will not use strong, aggressive, or inappropriate language. I appreciate that others may have different opinions.
- I will not take or share pictures or videos of anyone, using any device, without their permission.

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Code of Conduct

You should:

😊 Always follow the instructions of your teacher.

😊 Keep your username and password secret.

😊 Always be polite when you send messages to other users.

😊 Always tell your teacher if you see, hear or read anything which makes you feel uncomfortable while you are using electronic devices.

😊 Look after the equipment – tell your teacher if anything is broken so it can be fixed.

You should not:

☹ Send anyone a message which is not nice.

☹ Use unkind words in a message.

☹ Use any other person's login details.

☹ Use any other person's work including pictures.

☹ Tell a stranger any of the following information:
- your name,
- your home address,
- your telephone numbers,
- any other personal information about yourself or any of your friends.

☹ Eat or drink around any electronic equipment.

When you are finished using a computer or iPad you should always close it down properly, following your teacher's instructions.

I agree to follow the school's code of conduct when using any electronic device/the internet.

Name: ……………………………………………………………… Date: ……………………………………………

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