



# Pupil Acceptable Use Agreement

We allow you to use our School IT Network and the different programs that are there to help you with your learning. It also allows you to go onto the Internet. We trust you to use these programs and the Internet safely and sensibly.

## Here is important information you must know:

- Your files and folders in Google Drive are not private to you, and are visible to school staff and they will look at them
- Staff have the ability to see what you are doing on a computer or Chromebook at any time and can track what you have been doing after you finish.
- The use of the Internet is a privilege and provided for your learning. All the sites you visit are recorded.
- Not everything you find on the Internet is true.
- There are people on the Internet who might try to use any information you give them to hurt you and all the rules we have are there to keep you safe. That is why it is important to follow them. There are pictures and text on the Internet that are so nasty you would not want to see them and we try to keep those sites away from you. Sometimes they get around our safety system and if they do we expect you to close the lid of your chromebook, put your tablet face-down or turn off the monitor and quietly tell an adult. You must not show what you have seen to another pupil or ever try to return to that site.
- Mobile phones, personal cameras and other portable devices are not allowed in school and should be handed into the office for safekeeping during school hours.

## Here are the rules you must follow:

- We expect you to behave sensibly and safely whilst using IT equipment.
- Treat IT equipment with respect, so that it does not get damaged. The School reserves the right to seek payment from parents of pupils who cause malicious damage to ICT equipment.
- Make sure that all online communications with other children and adults are responsible, polite and respectful.
- Only use your own log on/School Google Account.
- If you do any of the following things in school, on purpose, you will be reported to the Headteacher and we will prevent you from using the Internet and contact your parents:
  - Visiting Internet sites without permission.
  - Trying to access sites that have nasty images or material.
  - Using someone else's logon account and going into their personal folder.

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**I agree to abide by the rules of the Curledge Street Academy 'Pupil Acceptable Use Agreement'**

**Pupil Name** \_\_\_\_\_ **Class** \_\_\_\_\_

**Pupil Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature in support** \_\_\_\_\_ **Date** \_\_\_\_\_