ORMISTON
SWB
ACADEMY

Acceptable Use Policy / Conduct for students

We require that each learner read and then sign this AUP before access to our facilities can be given. Please sign and return as soon as possible to Mr I Smith, E-Safety Co-ordinator.

I agree that I will:

- always keep my passwords a secret.

- only visit sites which are appropriate to my work at the time.

- work in collaboration only with individuals or groups agreed by my teacher or other responsible adult.

- tell a responsible adult straight away if anything makes me feel scared or uncomfortable online.

- make sure all messages I send are respectful.

- inform a responsible adult if I get a nasty message or get sent anything that makes me feel uncomfortable.

- do not reply to or forward any nasty messages or anything which makes me feel uncomfortable.

- never meet an online friend without taking a responsible adult that I know with me.

- do not give my mobile phone number to anyone who I don't know or have not met.

- only email people I know or those approved by a responsible adult.

- only use e-mail systems which has been provided by the Academy.

- only connect to the agreed Academy wireless broadband while in the Academy.

- talk to a responsible adult before joining chat rooms or networking sites.

- I will inform a responsible adult if I come across anything in chat rooms or networking sites that makes me feel uncomfortable.

- always keep my personal details private. (My name, family information, journey to the Academy, my pets and hobbies are all examples of personal details)

- always check with a responsible adult and my parent / carers before I upload photographs of myself.

- not use any unauthorised hardware or software that is not provided by the Academy ICT Support Team.

I understand that:

- Using computers safely can make everyone's learning more enjoyable.

- Anything I do on the computer will be monitored and any violations of this AUP will be reported to the Academy Safeguarding team.

- Anything I put on the Learning Platform will be monitored.

- Not everyone on line is who they say they are.

- Most social networking sites have a minimum joining age and it is a criminal offence to give false information e.g. lie about my age or gender.

- I can contact the Academy safeguarding team through the Report a Student Problem system (Rasp) at any time.

- if I feel that I would like to talk to someone else apart from my teacher and/or Parents I can go onto the Academy Intranet and click the

  CLICK CEOP Internet safety (Child Exploitation online Protection) button or visit **www.thinkuknow.co.uk** for guidance.

Please sign and detach slip below to confirm your support for the acceptable use policy and return it to   Mr I Smith, E-safety Co-ordinator.

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I agree to the acceptable use policy and adhere to follow the guidelines laid out:

Name of Student:	
Year/House	
Signature:	Date: