

## Acceptable Use Policy (Students)

### Acceptable Use Policy – Students

- **I understand** that Cottenham Academy will monitor my use of the systems, devices and digital communications.
- **I will** – be respectful to everybody online; I will treat everybody the way that I want to be treated.
- **I promise** – to show respect for the digital work that other people have done.
- **I promise** - that the messages I send, or information I upload, will always be polite and sensible.
- **I will not** - use technology to harass, harm, offend or insult others.
- **I will not** – share personal information online with anyone.
- **I will not** - not install or attempt to install programmes of any type on a school machine without staff permission.
- **I will not** – damage the IT equipment, if I accidentally damage something I will tell my teacher.
- **I will not** - attempt to access, alter, move or delete another pupil's file or disrupt their learning in any way.
- **I will not** - post pictures or videos of others without their permission.
- **I will** - take care of my online reputation and make sure my photos will not embarrass me in the future. I understand that photos, once posted publically, is impossible to delete.
- **I will not** – use or share other people's usernames or passwords.
- **I will not** - use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are illegal, obscene, harmful, offensive, or abusive.
- **I understand** - that some websites, social networks, video games have age restrictions and I should respect this.
- **I will** - only email staff members using the school email system
- **I understand** - that I must be careful when copying materials from the web and I am aware of the issues surrounding plagiarism.
- **I understand** - that there are sensible time limits when using technology (computers, games console, media devices).
- **I promise** - I will not allow technology to affect my health / sleeping times.
- **I will** – let my teacher know if anybody online asks me for personal information.
- **I will not** - respond to hurtful or upsetting messages, **I will** – let my teacher know if I receive a message which is hurtful or upsets me.
- **I understand** – that some people on the Internet are not who they say they are, and some people can be nasty. I will tell my teacher if I am ever concerned in school, or my parents if I am at home.
- **I understand** - if I need to report any abuse I will report it to a parent or carer, teacher or trusted staff member. If I cannot tell anyone about online abuse, I will use an organisation such as [Childline](#), or click the [CEOP](#) button to report the abuse.

**Signed (Student):**

**Date:**

