

Acceptable Use Policy – Students

- I understand that my behaviour online is the same as my behaviour off-line.
- I will be respectful to everybody online; I will treat everybody the way that I want to be treated.
- I promise that the messages I send, or information I upload, will always be polite and sensible.
- I will not use or share other people's usernames or passwords. I understand what a 'strong' password is and I will keep my password private.
- I understand that sharing personal information online is not a safe act. I will not share personal information online with anyone. I recognise what personal information is.
- I will let my teacher or trusted adult know if anybody online asks me for personal information.
- I understand that Cottenham Village College will monitor my use of the IT systems and all digital communications.
- I will not use technology to harass, harm, offend or insult others. I will not take part in cyber-bullying, cyber-stalking, or trolling at school or at home. I will not become involved in group chats which targets an individual.
- I understand that **harassment** using mobile phones or other technology is a criminal offence and if necessary, concerns will be reported to the police.
- I will 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 a member of staff.
- I understand that storage provided by the school is for school-related data.
- I promise to show respect for the digital work that other people have created. I will not attempt to access, alter, move or delete another pupil's file.
- I will not attempt to switch another pupil's computer off, or disrupt their learning in any way.

- I will request permission from the teacher before accessing websites that are a distraction to myself and others.
- 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 will only email staff members using the school email system and I understand that the school email system is only for school work.
- I understand that I must be careful when copying materials from the web and I am aware of the issues surrounding plagiarism.
- I will not take or edit photos, post pictures or videos of others without their permission.
- I understand that photos, once posted publicly, is impossible to delete.
- I will take care of my online reputation and make sure my digital photos will not embarrass me in the future.
- I will not bring my school into disrepute by my online activities.
- I understand that it is **a crime** to take, make, permit to take, distribute, show, possess, possess with intent to distribute or advertise **sexual photographs or videos** of any person below the age of 18. I recognise the police may need to become involved in such cases.
- I understand that some websites, social networks, video games have age restrictions and I should respect this.
- I promise I will not allow technology to affect my health / sleeping times.
- I will not respond to hurtful or upsetting messages. I will let my teacher or trusted adult know if I receive a message which is hurtful or upsets me. I know that I can block unwanted people or contacts.
- 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 e-safety organisation such as [Childline](#), or click the [CEOP](#) button to report the abuse.



HYPERLINK "<https://www.ceop.police.uk/safety-centre/>"

Signed (Student):

Date:

Signed (Parent/Carer):

Date:

Signed (Tutor):

Date: