



## **ACCEPTABLE USE POLICY (KS3, KS4 & KS5)**

**This policy applies to all the academies in  
The Lionheart Academies Trust**

<b>Version</b>	<b>Document History</b>	<b>Date</b>
Version 0.1	Initial Document created by LAT Director of IT	20/04/2016
Version 0.2	Draft issued for review	05/05/2016
Version 1.0	Approved by Board and issued to all schools	17/05/2016

Signed by Chair of Board: \_\_\_\_\_



### KS3, KS4 & KS5 Pupil Acceptable Use Agreement

These rules will keep everyone safe and help us to be fair to others.

- I will only use the school's computers for appropriate school activities and learning and I am aware that the school can monitor my internet use.
- I will not bring files into school via removable media or online account that can harm the school network or be used to circumvent school security tools
- I will only edit or delete my own files and not view, or change, other people's files or user areas without their permission.
- I will keep my logins, IDs and passwords secret and change my password regularly.
- I will use the Internet responsibly and will not visit web sites that are inappropriate for the school or my key stage.
- I will only email or contact people I know, or those approved as part of learning activities
- The messages I send, or information I upload, will always be polite and sensible. All messages I send reflect on me and the school.
- I will be careful when opening attachments and downloading files by checking for viruses etc. If I am unsure I will never open a file.
- I will not give any personal information that could be used to identify me, my family or my friends on any online space, unless a trusted adult has given permission or reviewed the site.
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless I take a trusted adult with me.
- If I see anything I am unhappy with or I receive a message that makes me feel uncomfortable, I will not respond to it but I will save it and talk to a trusted adult.
- I am aware that some websites, games and social networks have age restrictions and I should respect this.
- I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.

I have read and understand these rules and agree to them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_