



Acceptable Use Policy

The Axholme Academy

December 2023

Review Date: December 2026

As a student, I will:

- Only use ICT systems in school, including the internet, email, digital video, online platforms, mobile technologies etc, for school purposes.
- Treat all school technologies with the utmost respect and will report any damage or acts of vandalism to a teacher immediately.
- Ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring into disrepute.
- Only log on to the school network/ Google apps account with my own username and password.
- Follow the schools ICT security procedures and not reveal my passwords to anyone and change them regularly.
- Be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- Only capture, store or use images of students or staff for school purposes in line with school policy and not print or distribute them outside the school network without permission from a teacher.
- Respect the privacy and ownership of others' work on-line at all times.
- Report any incident that breaches the Acceptable Use Policy rules immediately to a teacher or a member of the ICT technical support staff.

I will not:

- Use any communications device, whether school provided or personally owned, for the bullying or harassment of others.
- Download or install software on school technologies.
- Deliberately browse, download, upload or forward material that could be considered inappropriate, offensive or illegal.
- Give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family, my friends or other students, unless my teacher has given permission to do so.
- Arrange to meet someone I have only ever previously met online or via social media unless my parent/carer or teacher has given me permission and I take a responsible adult with me.
- Print documents unnecessarily or wastefully.
- Store any unnecessary images, videos or other media files in my user area or elsewhere on the school network.
- Attempt to bypass the internet filtering system or network monitoring software.

I understand that:

- My use of the Internet and other related technologies are continuously monitored and logged and can be made available to my teachers and parents/carers at any time.
- I can go to www.thinkuknow.co.uk to find help about eSafety related issues.
- These rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted.
- I can refer to the TAA Child Protection and Safeguarding Policy from www.theaxholmeacademy.com for further details about how to stay safe online.