

# IT - Pupil Acceptable Use Agreement

## General Computer Usage

1. I will only use computers/devices for school work - the abuse of the provided systems for other activities is not acceptable.
2. I will create a password that is at least 8 characters in length, contains both upper- and lower-case characters, and complex characters (numbers/symbols).
3. I will not share my personal password with anyone else, even if they are my friends.
4. I will not allow others to use any of my documents or accounts without my permission.
5. I will treat everyone over the internet and within the school with respect.
6. I will report any instance of cyber bullying.
7. I will not forward anything explicit or upsetting in or out of school.
8. I will not take photographs of other pupils or staff members without their permission.
9. I will not attempt to install or run any programs on computers/devices which has not been provided or authorised by the Synergy IT Department.
10. I will not attempt to access or sign up to any website using my school email address, unless given special permission by a member of school staff.
11. I will not attempt to access or use sites that are blocked by the school's internet filtering system or that are unnecessary for my learning.
12. I am aware that the school monitors the sites that I visit when using school's computers/devices.

## Use of Mobile Devices on School Premises

1. Mobile phones are not to be seen on school premises unless directed by a member of staff. This includes before school, break times and lunch times.
2. I will only use personal devices such as my own laptops, tablets, smartphones during lessons if the use of such is approved by the teacher and I understand the risk of bringing such an item to school.
3. If a teacher approves the use of a personal devices, I will use it for school work only. E.g. No use of social media.