

# HBN Acceptable Use Policy December 2018

This document outlines the pupils responsibilities when using school ICT equipment

**I will follow all of the following rules when accessing information and programmes at home.**



1. I know that the following rules will apply to me at all times when I am using school ICT equipment such as computers, cameras, software and networks.
2. I will take care when I am using school ICT equipment. I will not break or damage any school equipment and if anything gets broken then I will report it to a teacher straight away.
3. I will not bring my own ICT equipment to my school unless I have been given permission by a teacher. If I am allowed to bring my own ICT equipment then I will obey all the extra rules I will be given about how I can use it.
4. I will always log-on using my own user-name and password. I will not tell my log-in details to anybody else. I know that I will be responsible for everything that is done using my log-in details. If I think that somebody else knows and has used my log-in details then I will tell a teacher so that my log-in details can be changed.
5. I know that my use of school ICT could be watched and recorded at any time. By using ICT equipment in my school I agree that **everything** I do can be watched and recorded. If I do anything that is not allowed then I know there will be consequences and if I do anything that is seriously wrong then I know that other organisations (such as the Police) may be told.
6. I will not try to access any websites, services, files or other resources that are blocked or which I am not allowed to try to access.
7. My use of school ICT equipment will only be for school uses unless a teacher worker has given me permission to do other things at certain times.
8. If I am downloading music, video or images, I will check with my teacher that it is legal and copyright free. I understand that music and video files are often put on the Internet illegally and that by using those files I will be breaking the law.
9. I will not try to view, share or post any material that is unsuitable for my school. If I accidentally see any material of this type then I will immediately tell a teacher. I will not be told off if I accidentally view unsuitable material and by reporting this I know that I will help to improve the e-safety of my school.
10. I understand how to stay safe when I'm online and will not tell anybody any of my personal details, including my address and telephone numbers, when I am using school ICT equipment, especially when I am on the Internet. I will never pass-on the personal details of another person. I know that this applies whenever I am using the internet both at school and elsewhere.
11. I will behave properly at all times when I am using ICT. I will not bother, bully, lie, insult or behave badly towards other people. I will be polite at all times.

**If I break any of these rules then my use of ICT in my school may be limited or completely stopped. My activities may also be reported to other people.**

# E-Safety

## Be smart on the internet



**S**

**SAFE**

Keep safe by being careful not to give out personal information – such as your full name, email address, phone number, home address, photos or school name – to people you are chatting with online.



**M**

**MEETING**

Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.



**A**

**ACCEPTING**

Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!



**R**

**RELIABLE**

Information you find on the internet may not be true, or someone online may be lying about who they are.



**T**

**TELL**

Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

**THINK  
U  
KNOW**  
CO.UK

You can report online abuse to the police at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)



[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

KidSMART



Visit Childnet's Kidsmart website to play interactive games and test your online safety knowledge. You can also share your favourite websites and online safety tips by Joining Hands with people all around the world.

