



ACCEPTABLE USE POLICY (KS3, KS4 & KS5)

**This policy applies to all schools in
The Lionheart Educational Trust**

**Approved by Trust Board:
September 2023 – September 2024**



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 computer and network access and internet and email usage.
- 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 and/or filtering settings.
- I will not try to bypass the school's security or content filters or try to access information which is not allowed.
- 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 will change my password regularly.
- I will use the Internet responsibly and will not visit web sites that are inappropriate for the school or my age.
- I will only email or contact people I know, or those approved as part of learning activities
- When using video chat software, I will ensure that I follow school rules for safe use.
- The messages I send, or information I upload, will always be polite and sensible. I understand that 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 out 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 to do so.
- I will never arrange to meet someone I have only ever previously met on the Internet including 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 will not share photos or videos of anyone without permission.
- I will ensure that all work produced is my own.

Remember:

It is an offence under the Computer Misuse Act 1990 to access a computer or electronic system without authorisation.

- **You must NEVER use another person's username, password or Smart Card.**
- **You must NEVER use, alter or share data that does not belong to you.**

You MUST report any misuse of IT systems to the IT Team.



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

Students will be prompted to sign the Acceptable Use Policy on Beehive when logging in for the first time at the start of the academic year or the first time logging in for new students.