



Priory School Network Acceptable Use Policy for Students

What is an Acceptable Use Policy (AUP)?

This is your **promise** to be sensible when you use a school computer. Everyone at school makes this promise – students **and** teachers. It's a **Policy** to make sure your **Use** is **Acceptable**.

Why do we have rules?

We have rules because we want the computers to work properly, your work to be safe, and **you** to be safe too!

Are these all the rules?

This is a simple guide, not a full list of rules. If you're not sure if something is allowed, **ask** - we may have to change the rules sometimes because technology changes fast.

Remember : School computers are not private – this means we may look at your files, emails or internet use to make sure you are being sensible. That may include any portable storage you bring into school.

I must

- ***only log on as myself***, protect my password, and never give it to anyone else
- ***lock my computer screen*** if I walk away from it while I'm logged on
- ***only do school work*** on my computer during lessons
- ***tell my teacher*** or house assistant if I have any e-safety problems (e.g. being bullied online)
- ***only use school systems to talk to staff*** online (e.g. school email)

I must not

- ***let anyone else use my computer*** while I am logged on unless a teacher asks me to share
- ***try to change computer settings*** or touch their connections
- ***try to get at anyone else's files*** unless they are in the student shared area
- ***break into any computer systems*** here or online
- ***use my computer to remotely access non-school equipment*** (e.g. home computers)
- ***try to connect any non-school equipment*** to the network without permission (e.g. phones, personal laptops)
- ***make, look for, keep or give out inappropriate material*** (e.g. anything hurtful, obscene or illegal)
- ***try to get round*** the school's internet filter
- ***give out personal details*** of other people online
- ***deliberately waste resources*** (e.g. fill up my network space with things which are not school work)

I understand that

- ***if I break this promise*** I may not be allowed to use school computers
- ***if I keep breaking this promise*** or do something very ***serious*** I could be excluded
- ***if I break a law*** to do with computers the school may contact the ***police***

Agreement

I have read and understood this AUP and I promise to follow it.

Signed

(write your full name in capitals, e.g. JOHN SMITH)

Date
