Curzon C of E Combined School
Acceptable Use Agreement
These rules will keep me safe and help me to be fair to others:

C	**Communicate**	The messages I send or information I upload at home or school will always be polite and sensible in line with our school values. I understand that all messages I send reflect on me and the school. 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.
O	**Ownership**	I will not share my logins, IDs and passwords with friends and use the Pupil Portal responsibly. I will not give my personal information that could be used to identify me, my family or my friends on any online space at home or school, unless a trusted adult has given permission or reviewed the site first.
M	**Meet**	I will never arrange to meet someone I have only ever known on the Internet, by email or in a chat room. I will talk to a trusted adult if someone asks me to meet them. I will use the Internet responsibly and will not visit websites that my parents or staff at school feel are inappropriate for ~~the~~ school or my age.
P	**Permission**	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 be careful when opening files and attachments by checking for viruses etc. If I am unsure I will never open a file but seek guidance from an adult first. I will always ask permission before taking or uploading photos or information about others e.g. Do people mind you using their name in things?
U	**Use**	I will only use the school's computers and iPads for appropriate school activities and learning and am aware that the school ~~can~~ monitor my internet use. I am aware that some websites, games and social networks have age restrictions and I should respect this at school and at home.
T	**Trust**	I will only e-mail or message people I know or a responsible adult has approved. I will not open an attachment or download a file unless I know and trust the person who has sent it. I will only comment if given permission at school and my comments will be respectful e.g. on Scratch
I	**Initiative**	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 will think critically about content I see online and apps I use; including whether they are to be trusted, whether I have checked terms and conditions of sites and apps, why they are free, and what information I am sharing to unknown others etc.
N	**Never**	I will not bring files or USBs into school that can harm the school network or be used to interfere with school security tools. I will not share any personal data (my own or others) with anyone outside the school.
G	**Goal**	I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of other users and the ICT systems. I will use my school account for educational and authorised purposes only, even at home.

I have read and understood these rules and agree to them.
Signed: *Date:*