

THE DERBY HIGH SCHOOL

Pupil Acceptable Use Agreement - Pupils

These rules will keep me safe, keep my information private, and help me to be fair to others.

- ✓ I will only use the school's computers for schoolwork and homework.
- ✓ My password will be at least 8 characters long with a mix of at least three of the capital letter, lower case letter, number or special character.
- ✓ I will not attempt to read any personal information on paper or in a computer file unless that information is meant for me.
- ✓ I will only edit or delete my own files and not look at, or change, other people's files without their permission
- ✓ Not use personal technology systems at any time during lessons
- ✓ I will keep my logins and passwords secret.
- ✓ I will not attempt to learn logins and passwords that belong to other people
- ✓ I will not bring files into school without permission or upload inappropriate material to my workspace.
- ✓ I am aware that some websites and social networks have age restrictions and I will respect this.
- ✓ I will not attempt to visit Internet sites that I know the school has banned.
- ✓ I will only e-mail the people I know, or those a responsible adult has approved.
- ✓ The messages I send, or information I upload, will always be polite and sensible.
- ✓ I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- ✓ Support the school approach to E-safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- ✓ Prevent any personal information such as name, phone number or address from being revealed.
- ✓ I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- ✓ I will maintain my data and personal security: I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.

- ✓ I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- ✓ If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult.
- ✓ If I bring a mobile phone into school I will only use it at breaks or lunchtimes in an area supervised by School staff.

Name of Student _____ Form Group _____

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

Signed:(Pupil) Date:

Signed:(Parent/Carer) Date:

Please return this signed document to the main school office.