



Appleton Academy ICT Code of Practice

Acceptable Use Policy

The use of the Academy ICT system is a privilege awarded to all **responsible users**.

Please refer to the Appleton Academy website for the full policy.

Users Must:

- Keep users' account details and passwords private and confidential and not allow other users to use their account.
- Not use other accounts or access other people's files.
- Use computers for educational purposes only – (use for chatlines, games and text messaging is prohibited).
- Use all computers safely and with common sense.
- Use acceptable language in all documents produced.
- Access only information on the Internet that would be acceptable in the Academy in written form.
- Only e-mail people they know, or those approved by a teacher.
- Send only messages that are polite and responsible.
- Not give out home address, telephone number, or arrange to meet someone through internet contact.
- Report any concerning or offensive messages sent to them.
- Have teacher permission to bring in data files from outside.
- Accept that the Academy may check computer files, monitor internet site use and record computer activity.
- Only use hand held devices (mobile phones, PDAs, MP3 players, ipods) under the direction of a teacher.
- Not use these items out of lessons to take unauthorised images or recordings.
- Accept that hand held devices brought into school may be monitored for acceptable content.
- Accept that your phone will be taken off you if you are seen with it out in the Academy without permission.
- Not to use Facebook, Twitter or any other social media to post negative comments or pictures about pupils families or staff.

Signed:(students)

Signed:(parent/carer)

Date: