

ICT Acceptable Use Policy for students at On Track Education

On Track has provided computers and internet access to help our learning. These rules will keep us safe and help us to be fair to others:

- ❖ I will only use ICT in school in ways that are allowed
- ❖ I understand that I should not use my own personal mobile phone on the school site
- ❖ I will ask permission from a member of staff before using the internet and will only be online when an adult is in the room
- ❖ I will only use my log in and password and never share these with other people
- ❖ I will only open and delete my own files
- ❖ I will only send messages that are polite, kind, sensible and respectful
- ❖ I will never give out my own or other people's name address or phone number online
- ❖ I will never upload any images of school activities to any social networking site
- ❖ I will not deliberately look for, save or send anything that is unpleasant or inappropriate
- ❖ If I see anything that I am unhappy with on the computers, I will turn the screen off and tell an adult straight away
- ❖ I understand that staff can check my computer use and that my parents/carers can be contacted if staff are concerned about my online safety.

Student signed:

Date:

I have read, understood and accept the above online safety expectations for my child. I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff, including but not limited to, use of Google Workspace for Education.

Parent signed:

Date: