

Pupil Acceptable Use Policy

General Computer Usage

1. I will only use computers and other such devices for study, coursework, controlled assessment or homework.
2. I will create a password that is secure and contains complex characters.
3. I will treat everyone over the internet and within the school with respect.
4. I will speak to a teacher or the ALF team if any cyber bullying occurs.
5. I will not forward anything explicit or upsetting in or out of school.
6. I will not share my personal password with anyone else, even if they are my friends.
7. I will not take photographs of other pupils or staff members without their permission.
8. I will not run any software from an external device such as a memory stick or CD or hold any inappropriate files from these devices.
9. I will not allow others to use any of my documents or accounts without my permission.
10. I will not attempt to access or use social media sites such as Facebook, Snapchat, Twitter or any other such site in class unless special permission is given to me by a member of school staff.
11. I will not attempt to access or use sites that are blocked by the approved filter or that are unnecessary to my learning.

Use of mobile devices on school premises

1. I will only use personal devices in areas designated for their use. The use of mobile phones is only permitted before school, during breaks and lunch and after school only if I am outside the building.
2. I will only use a personal device (such as my laptop, tablet, smartphone) during lessons if the use of such is approved by the teacher. I fully understand the risk of bringing such an item to school.
3. I will not access or attempt to access social media from a personal device.

How does the school protect me as a pupil?

You will learn about issues that arise through the use of technology. Your school uses an internet filtering system called SmoothWall to protect you from content that you may find distressing or that may impair your learning. For your safety the school has the right to monitor the use of the school's computer systems, including web-sites accessed and emails sent/received.

It is important to note that RHSC is not responsible for the loss, theft or damage of personal devices brought onto the site, as this is the responsibility of the individual.

Pupil Signature: _____ Date: _____

Pupil Name: _____ Tutor Group: _____