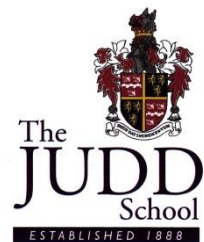# Student e-safety & ICT policy

E-safety
- I know I must always check my privacy settings (e.g. social media) are safe and private
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable.
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult. If I feel comfortable meeting-up I will always arrange to meet in a public place with an adult present
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources
- I will always check that any information I use online is reliable and accurate

Positive Digital Footprint
- I will write emails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend
- I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment
- I will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school (or wider) community

Responsibility
- I know that School ICT Systems (computers, Wi-fi, Office 365, frog, Internet access) has been provided to help me with my learning and that other use of technology may not be allowed. If I'm not sure if something is allowed then I will ask a member of staff
- Access will only be made by my own account; I will never use someone else's account
- I will keep my password safe and private as my privacy, school work and safety must be protected
- I will not engage in any activity that threatens the integrity of the School ICT Systems
- I know that the School ICT Systems may be monitored
- I understand that the school's Internet filter is there to protect me, and I will not try to bypass it.
- I know that use of the School ICT Systems for personal financial gain, gambling, political purposes or advertising is not allowed
- I will not play computer games in school unless given permission by a member of staff
- I understand that I must not access, download or share inappropriate pictures, videos or other material online including cloud-based storage areas (e.g. OneDrive)
- I will only upload appropriate pictures or videos of others online if I have permission
- I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices
- If I am allowed to use a personal device in school then I must abide by these Responsibility Rules whilst using the device(s) in school.

I have read and talked about these rules with my parents/carers

I know that if I do not follow this policy then action will be taken. These include:
- Access to one or more of the School ICT Systems including Internet access being removed.
- Additional action may be taken by the school in line with existing policy regarding school behaviour.
- For serious violations suspension may be imposed.
- Where appropriate, police may be involved or other legal action taken.

If anything happens online which makes you feel worried or uncomfortable please speak to an adult you trust or visit www.thinkuknow.co.uk

24 Dec 2015

I have read and understood and agree to comply with The Judd School Student e-safety & ICT Policy.

Student…………………….................. **Print Name** …………………… **Date:** …………

Parent: …………………….…………. **Print Name:** …………………… **Date:** …………