



Student Acceptable Use Policy

Acceptable Use Agreement

I understand that I must use Sackville School systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

I hereby agree to and understand the following points:

- I understand that Sackville School will monitor my use of the systems, including Wifi usage on my own device along with school devices and digital communications.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I understand that the school's systems and devices are intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not use the school's systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.
- I will not interfere with any of the schools systems. This includes removing hardware e.g. keyboards and mice, unplugging computers or attempting to access areas that are restricted.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will not take or distribute images of anyone without their permission.
- I will only use my own personal devices (mobile phones etc.) in school if I have permission. I understand that, if I do use my own devices in the school understand that all internet usage will be monitored.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not use any social media sites whilst on the school network
- I should ensure that I have permission to use the original work of others in my own work
- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community
- I understand that if I fail to comply with this acceptable use agreement, I may be subject to disciplinary action. This could include sanctions outlined in the school Behaviour for Learning Policy and/or loss of access to the school network/internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.