



## **Meadowdale Academy Pupil Acceptable Use Agreement**

1. I will only use the school's computers for schoolwork, homework and as directed.
2. I understand that the school's computers are not to be used for games or recreational use.
3. I will not bring files into school (on removable media or online) without permission or upload inappropriate material to my workspace.
4. I will only edit or delete my own files and not view, or change, other people's files without their permission.
5. I will keep my logins, IDs and passwords secret.
6. I will use the Internet responsibly and will not visit web sites I know to be banned by the school. I am also aware that during lessons I should only visit web sites that are appropriate for my studies.
7. I will not open attachments, or download a file, unless I have permission or I know and trust the person that has sent them.
8. I will not give my home address, phone number, send photographs or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
9. If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will save it and talk to a teacher / trusted adult.
10. I am aware that some websites and social networks have age restrictions and I should respect this.
11. I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.
12. I am aware that all of my online activity is tracked and all of my keystrokes are tracked.
13. I will treat all equipment with respect and I understand that if I intentionally break equipment I will be billed for the replacement/repair.

Signed:

Date: