

# Online Safety and Acceptable Use of ICT Policy

## 1. POSTING PICTURES OF YOURSELF ONLINE



Think **very** carefully before you post pictures of yourself online. Digital images can stay on the internet forever and **employers often search online for information about potential and existing employees.**

*Extract from page 13: Use of digital and video images .*

*A full version of the policy is available on the school website*

# Online Safety and Acceptable Use of ICT Policy

## 2. POSTING PICTURES OF OTHERS ONLINE

- 📷 Pupils must **not** take, use, share, publish or distribute images of others without their permission
- 📷 Care should also be taken when taking digital/video images that pupils are ***appropriately dressed*** and are not participating in activities that might bring the individuals ***or*** the school into disrepute.



*Extract from page 15: Use of digital and video images .  
A full version of the policy is available on the school website*

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## 3. COMMUNICATION THAT MAKES YOU FEEL UNCOMFORTABLE



Inform an adult straight away about any communication that makes you feel **uncomfortable**, is **offensive**, **discriminatory**, **threatening** or **bullying** in nature and do not respond to any such communication.

*Extract from page 17: Communications .  
A full version of the policy is available on the school website*

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## 4. USERNAMES AND PASSWORDS



All users have responsibility for the security of their username and password. They must **not allow other users to access the systems using their log on details** and must **immediately report any suspicion or evidence that there has been a breach of security.**

*Extract from page 38: Password Security.  
A full version of the policy is available on the school website*

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## 5. NETIQUETTE: A CODE OF GOOD BEHAVIOUR ONLINE



### **Pupil Acceptable Use Policy Agreement:**

**I will act as I expect others to act toward me:**

I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

*Extract from page 27: Pupil Acceptable Use Policy Agreement.  
A full version of the policy is available on the school website*

# Online Safety and Acceptable Use of ICT Policy

## 6. PERSONAL DATA AND GDPR (General Data Protection Regulations)



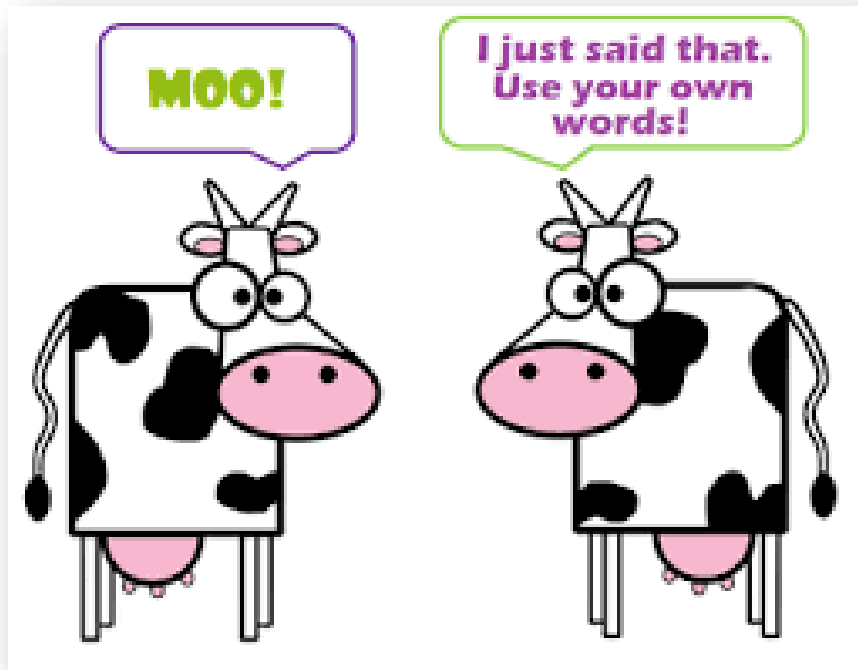
Do not disclose or share personal information about yourself or others when on-line (this could include **names**, **addresses**, **email addresses**, **telephone numbers**, **age**, **gender**, **educational details**, **financial details**, **images** etc. )

*Extract from page 26 of the Online Safety and Acceptable Use of ICT Policy  
A full version of the policy is available on the school website*



# Online Safety and Acceptable Use of ICT Policy

## 7. PLAGIARISM AND COPYRIGHT



Always check that you have permission to use information found as a result of research (to avoid infringement of **Copyright**) and don't try to pass someone else's work off as your own (**Plagiarism**).

*Plagiarism and Copyright are mentioned multiple time in the Online Safety and Acceptable Use of ICT Policy  
A full version of the policy is available on the school website*

# Online Safety and Acceptable Use of ICT Policy

## 8. SOCIAL MEDIA



If you meet the age requirements for social media accounts, **be selective with friend requests** and **mindful of fake accounts**. **Update your security settings regularly** and **be very careful about what you share**

*A full version of the Online Safety and Acceptable Use of ICT Policy is available on the school website*