



I.C.T. Acceptable Use Policy

Status	Approved 9.12.22
Audience	Governors, Headteachers, Parents, Students, visitors
Reviewed	September 2023
Next review date	September 2024
Responsible person	SLT DSL

Learner Acceptable Use of Technology Statements

- I know that “The Prescott School” computers, tablets, laptops and 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, I will ask a member of staff
- I know that my use of “The Prescott School” computers and devices and internet access will be monitored
- I will keep my password safe and private as my privacy, “The Prescott School” work and safety must be protected
- 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 will not use social media sites at any time in school.
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present
- I know that bullying in any form (on and offline) 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 “The Prescott School” community
- I understand that it may be a criminal offence or breach of the “The Prescott School” policy to download or share inappropriate pictures, videos or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18 and will visit www.thinkuknow.co.uk
- I will protect my personal information online
- I will not access or change other people files, accounts or information
- I will only upload appropriate pictures or videos of others online and when I have permission
- I will only use my personal device/mobile phone in The Prescott School if I have been directed to by a member of staff.
- 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
- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences
- I will only change the settings on the computer if a teacher/technician has allowed me to
- I know that use of “The Prescott School” ICT system for personal financial gain, gambling, political purposes or advertising is not allowed
- I understand that “The Prescott School” internet filter is there to protect me, and I will not try to bypass it.
- I know that if “The Prescott 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
- I know that if I do not follow the AUP then:

- *My parents will be informed.*
- *I will not be allowed to access school equipment for a period of time decided by my Head of Year.*
- If I am aware of anyone trying to misuse technology, I will report it to a member of staff
- 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 will visit www.thinkuknow.co.uk www.childnet.com and www.childline.org.uk to find out more about keeping safe online
- I have read and talked about these rules with my parents/carers

Learner Acceptable Use Policy Agreement Form



The Prescott School - Acceptable Use of Technology Policy – Learner Agreement

I, with my parents/carers, have read and understood the Acceptable Use of Technology Policy (AUP).

I agree to follow the AUP when:

1. I use “The Prescott School” systems and devices, both on and offsite
2. I use my own devices in “The Prescott School” when allowed, including mobile phones.
3. I use my own equipment out of “The Prescott School”, in a way that is related to me being a member of “The Prescott School” community, including communicating with other members of “The Prescott School” or accessing “The Prescott School” email, learning platform or website.

Name..... Signed.....

Class..... Date.....

Parent/Carers Name.....

Parent/Carers Signature.....

Date.....

Parent/Carer Acceptable Use of Technology Policy



School sends out an annual Teams Form to parents to confirm their acceptance.

1. I know that my child will be provided with internet access and will use a range of IT systems including, Tassomai, Hegarty Maths etc, in order to access the curriculum and be prepared for modern life whilst at “The Prescot School”.
2. I am aware that learners use of mobile technology and devices, such as mobile phones, is not permitted at “The Prescot School”
3. I am aware that any internet and technology use using “The Prescot School” equipment may be monitored for safety and security reasons, to safeguard both my child and the “The Prescot School” systems. This monitoring will take place in accordance with data protection (including GDPR) and human rights legislation.
4. I understand that “The Prescot School” will take every reasonable precaution, including monitoring and filtering systems, to ensure that learners are safe when they use the “The Prescot School” internet and systems. I understand that “The Prescot School” cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
5. I am aware that my child will receive online safety education to help them understand the importance of safe use of technology and the internet, both in and out of “The Prescot School”.
6. I have read and discussed “The Prescot School” learner Acceptable Use of Technology Policy (AUP) with my child.
7. I will support “The Prescot School” safeguarding policies and will ensure that I appropriately monitor my child’s use of the internet outside of “The Prescot School” and discuss online safety with them when they access technology at home.
8. I know I can seek support from “The Prescot School” about online safety, such as via the “The Prescot School” website (link), to help keep my child safe online at home.
9. I will support “The Prescot School” approach to online safety. I will role model safe and positive online behaviour for my child by sharing images, text and video online responsibly.
10. I, together with my child, 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 Prescot School” community.

11. I understand that a partnership approach to online safety is required. If “The Prescott School” has any concerns about either my or my child’s behaviour or safety online, then I will be contacted.
12. I understand that if I or my child do not abide by “The Prescott School” AUP, appropriate action will be taken. This could include sanctions being applied in line with the school policies and if a criminal offence has been committed, the police being contacted.
13. I know that I can speak to the Designated Safeguarding Lead, my child’s teacher or the headteacher if I have any concerns about online safety.

I have read, understood and agree to comply with “The Prescott School” Parent/Carer Acceptable Use of Technology Policy.

Child’s Name..... Class.....

Parent/Carers Name.....

Parent/Carers Signature.....

Date.....

Acceptable Use of Technology for Staff, Visitors and Volunteers Statement



Staff Acceptable Use of Technology Policy



As a professional organisation with responsibility for safeguarding, all members of staff are expected to use “The Prescott School” IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for learners, they are asked to read and sign the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand “The Prescott School” expectations regarding safe and responsible technology use, and can manage the potential risks posed. The AUP will also help to ensure that “The Prescott School” systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

Policy Scope

1. I understand that this AUP applies to my use of technology systems and services provided to me or accessed as part of my role within “The Prescott School” both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras and email as well as IT networks, data and data storage and online and offline communication technologies.
2. I understand that “The Prescott School” Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school staff behaviour policy and code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the “The Prescott School” ethos, “The Prescott School” staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Use of “The Prescott School” Devices and Systems

4. I will only use the equipment and internet services provided to me by “The Prescott School” for example “The Prescott School” provided laptops, tablets, mobile phones and internet access, when working with learners.

5. I understand that any equipment and internet services provided by my workplace is intended for educational use and should only be accessed by members of staff.
Reasonable personal use of school IT systems and/or devices by staff is allowed.

Data and System Security

6. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
- I will use a 'strong' password to access "The Prescott School" systems. *"The Prescott School" requires a Password to have at least 8 characters 1 capital and the system will stop you from using the last 24 used passwords. Currently the System only requires you to refresh your Password yearly. Please read the "How to choose a decent password" document available in "The Chest" this is adapted from the guidance from the national cyber security centre.*
 - I will protect the devices in my care from unapproved access or theft.
7. I will respect "The Prescott School" system security and will not disclose my password or security information to others.
8. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the IT Network Support. "See Guidance within "The Chest".
9. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the ICT Network Technician.
10. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with "The Prescott School" information security policies.
- All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary, and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
 - Any data being removed from "The Prescott School" site, such as via email or on memory sticks or CDs, will be suitably protected. See GDRP Policy- relevant section is:
"Working away from the school premises – electronic working. Staff should only work with personal data on School/Trust authorised devices. The use of USB drives as a method of transfer of personal data should be restricted to secure drives with security features that would minimise the risk from the loss of such a device. Staff are encouraged to use remote access as a means of securely accessing personal data from within the secure network environment of the School/Trust."
11. I will not keep documents which contain "The Prescott School" related sensitive or personal information, including images, files, videos and emails, on any personal devices, such as

laptops, digital cameras, and mobile phones. Where possible, I will use the “The Prescott School” learning platform to upload any work documents and files in a password protected environment or “The Prescott School” provided Smoothwall VPN.

12. I will not store any personal information on the “The Prescott School” IT system, including “The Prescott School” laptops or similar device issued to members of staff, that is unrelated to “The Prescott School” activities, such as personal photographs, files or financial information.
13. I will ensure that “The Prescott School” owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
14. I will not attempt to bypass any filtering and/or security systems put in place by the “The Prescott School”.
15. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the Network Technician as soon as possible.
16. If I have lost any “The Prescott School” related documents or files, I will report this to the Network Technician and “The Prescott School” Data Protection Officer via the school as soon as possible.
17. Any images or videos of learners will only be used as stated in “The Prescott School” camera and image use policy (link).
 - I understand images of learners must always be appropriate and should only be taken with “The Prescott School” provided equipment and taken/published where learners and their parent/carers have given explicit consent.

Classroom Practice

18. I am aware of safe technology use in the classroom and other working spaces, including appropriate supervision of learners, as outlined in “The Prescott School” online safety policy.
19. I have read and understood “The Prescott School” online safety policy which covers expectations for learners regarding mobile technology and social media.
20. I will promote online safety with the learners in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:

- exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used on site.
- creating a safe environment where learners feel comfortable to say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
- involving the Designated Safeguarding Lead (DSL) or a deputy as part of planning online safety lessons or activities to ensure support is in place for any learners who may be impacted by the content.
- make informed decisions to ensure any online safety resources used with learners is appropriate.

21. I will report any filtering breaches (such as access to illegal, inappropriate or harmful material) to the DSL in line with the school online safety/child protection policy.

22. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text or music are protected, I will not copy, share or distribute or use them.

Use of Social Media and Mobile Technology

23. I have read and understood “The Prescott School” online safety policy which covers expectations regarding staff use of mobile technology and social media

24. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role and in line with the staff behaviour policy/code of conduct, when using “The Prescott School” and personal systems. This includes my use of email, text, social media and any other personal devices or mobile technology.

- I will take appropriate steps to protect myself online when using social media as outlined in the online safety policy.
- I am aware of “The Prescott School” expectations with regards to use of personal devices and mobile technology, including mobile phones as outlined in the online safety policy.
- I will not discuss or share data or information relating to learners, staff, “The Prescott School” business or parents/carers on social media.
- I will ensure that my use of technology and the internet does not undermine my professional role or interfere with my work duties and is in accordance with “The Prescott School” behaviour policy/code of conduct and the law.

25. My electronic communications with current and past learners and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.

- I will ensure that all electronic communications take place in a professional manner via “The Prescott School” approved and/or provided communication channels, such as “The Prescott School” email address or telephone number.

- I will not share any personal contact information or details with learners, such as my personal email address or phone number.
- I will not add or accept friend requests or communications on personal social media with current or past learners and/or parents/carers.
- If I am approached online by a learner or parents/carers, I will not respond and will report the communication to my line manager and Designated Safeguarding Lead.
- Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the DSL and/or headteacher/manager.

26. If I have any queries or questions regarding safe and professional practise online either in "The Prescott School" or off site, I will raise them with the DSL and/or the headteacher/manager.

27. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.

28. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.

29. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of "The Prescott School" into disrepute.

Policy Compliance

30. I understand that "The Prescott School" may exercise its right to monitor the use of information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

Policy Breaches or Concerns

31. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with “The Prescott School” online safety/child protection policy.
32. I will report concerns about the welfare, safety or behaviour of staff to the headteacher/manager, in line with the allegations against staff policy.
33. I understand that if “The Prescott School” believe that unauthorised and/or inappropriate use of “The Prescott School” systems or devices is taking place, “The Prescott School” may invoke its disciplinary procedures as outlined in the staff behaviour policy/code of conduct.
34. I understand that if “The Prescott School” believe that unprofessional or inappropriate online activity, including behaviour which could bring “The Prescott School” into disrepute, is taking place online, “The Prescott School” may invoke its disciplinary procedures as outlined in the staff behaviour policy/code of conduct.
35. I understand that if “The Prescott School” suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with “The Prescott School” Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of staff member:

Signed:

Date (DDMMYY).....

Visitor and Volunteer Acceptable Use of Technology Policy



For visitors and volunteers (and staff) who do not have access school ICT systems.

As a professional organisation with responsibility for children's safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of their professional responsibilities when using technology. This AUP will help "The Prescott School" ensure that all visitors and volunteers understand "The Prescott Schools" expectations regarding safe and responsible technology use.

Policy Scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services provided to me or accessed as part of my role within "The Prescott School" both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage and communication technologies.
2. I understand that "The Prescott School" AUP should be read and followed in line with "The Prescott School" staff behaviour policy/code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with "The Prescott School" ethos, "The Prescott School" staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Data and Image Use

4. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including GDPR.
5. Any images or videos of learners will only be taken in line with "The Prescott School" camera and image use policy

Classroom Practice

6. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of learners, as outlined in "The Prescott School" online safety policy.

7. I will support “The Prescott School” Staff in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children in my care.
8. I will immediately report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the Designated Safeguarding Lead (DSL) (name) in line with the school online safety/child protection policy.
9. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music is protected, I will not copy, share or distribute or use it

Use of Social Media and Mobile Technology

10. I have read and understood “The Prescott School” online safety policy which covers expectations regarding staff use of social media and mobile technology.
11. I will ensure that my online reputation and use of technology and is compatible with my role within “The Prescott School”. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
 - I will take appropriate steps to protect myself online as outlined in the online safety policy.
 - I will not discuss or share data or information relating to learners, staff, school business or parents/carers on social media.
 - I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with the school code of conduct/behaviour policy and the law.
12. My electronic communications with learners, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
 - All communication will take place via school approved communication channels such as via a school provided email address or telephone number and not via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.
 - Any pre-existing relationships or situations that may compromise this will be discussed with the DSL and/or headteacher/manager.
13. If I have any queries or questions regarding safe and professional practise online either in “The Prescott School” or off site, I will raise them with the Designated Safeguarding Lead and/or the headteacher/manager.
14. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.

15. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
16. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the "The Prescott School" into disrepute.

Policy Breaches or Concerns

17. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the Designated Safeguarding Lead in line with the school online safety/child protection policy.
18. I will report concerns about the welfare, safety, or behaviour of staff to the headteacher/manager, in line with the allegations against staff policy.
19. I understand that if "The Prescott School" believes that if unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, "The Prescott School" may invoke its disciplinary procedures.
20. I understand that if "The Prescott School" suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with "The Prescott School" visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of visitor/volunteer:

Signed:

Date (DDMMYY).....

Wi-Fi Acceptable Use Policy



As a professional organisation with responsibility for children's safeguarding it is important that all members of the "The Prescott School" community are fully aware of "The Prescott School" boundaries and requirements when using "The Prescott School" Wi-Fi systems, and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

This is not an exhaustive list and all members of "The Prescott School" community are reminded that technology use should be consistent with our ethos, other appropriate policies and the law.

1. "The Prescott School" provides "Prescot-BYOD" (Bring your own device) Wi-Fi for "The Prescott School" community and allows access for (*Educational Purposes in regard to students and Staff, Staff personal use during Staff Breaks and at other manager agreed times (For example: Child Care arrangements)*). The PHS-BYOD can be accessed using your "The Prescott School" ICT credentials and will filter you according to the filter of your "The Prescott School" account).
2. I am aware that "The Prescott School" will not be liable for any damages or claims of any kind arising from the use of the wireless service. "The Prescott School" takes no responsibility for the security, safety, theft, insurance, and ownership of any device used within "The Prescott School" premises that is not the property of "The Prescott School".
3. The use of technology falls under "The Prescott School" Acceptable Use of Technology Policy (AUP), online safety policy, behaviour policy and GDPR policy which all learners/staff/visitors and volunteers must agree to and comply with.
4. "The Prescott School" reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
5. "The Prescott School" owned information systems, including Wi-Fi, must be used lawfully; I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
6. I will take all practical steps necessary to make sure that any equipment connected to "The Prescott School" service is adequately secure, such as up-to-date anti-virus software, systems updates.

7. "The Prescott School" wireless service is not secure, and "The Prescott School" cannot guarantee the safety of traffic across it. Use of "The Prescott School" wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. I confirm that I knowingly assume such risk.
8. "The Prescott School" accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via "The Prescott School" wireless service's connection to the internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold harmless "The Prescott School" from any such damage.
9. "The Prescott School" accepts no responsibility regarding the ability of equipment, owned by myself, to connect to "The Prescott School" wireless service.
10. I will respect system security; I will not disclose any password or security information that is given to me. To prevent unauthorised access, I will not leave any information system unattended without first logging out or locking my login as appropriate.
11. I will not attempt to bypass any of "The Prescott School" security and filtering systems or download any unauthorised software or applications.
12. My use of "The Prescott School" Wi-Fi will be safe and responsible and will always be in accordance with "The Prescott School" AUP and the law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.
13. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring "The Prescott School" into disrepute.
14. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead as soon as possible.
15. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead or the headteacher/manager.
16. I understand that my use of "The Prescott School" Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If "The Prescott School" suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then "The Prescott School" may terminate or restrict usage. If "The Prescott School" suspects that the system may be being used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agreed to comply with "The Prescott School" Wi-Fi acceptable Use Policy.

Name

Signed:Date (DDMMYY).....

Appendix 1 - Smoothwall

Online concerns in school

Any concerning activity is identified through our school filtering programme Smoothwall.

Smoothwall help school to achieve a safer digital learning environment with real-time, content-aware web filtering.



If a pupil triggers a Smoothwall alert, this is sent to the Designated Safeguarding Lead.

The pastoral team for the year group will then take the pupil out of class to speak to them. The pastoral team will also contact home to make parents aware of the inappropriate use of school equipment.



If a pupil continues to trigger alerts a sanction will be put in place. This may consist of a banned period of time from school equipment or a limiting of the use of school equipment.

If a parent reports the pupil is also accessing inappropriate information at home, school will offer a referral to the police Cyber Safety group to support the pupil with understanding safe access to the internet.



In situations where there is a prolonged inappropriate use of school equipment the pupil will be permanently banned from the use of IT equipment. This is inclusive of completing GCSE coursework which will revert to written form.

A referral will be completed to the police Cyber Safety group to support the pupil with their access to the internet safety.

Appendix 2 - KS3/4 AUP Version (for use on posters)**Learner Acceptable Use of Technology Statements****Responsible**

- I know I must respect “The Prescott School” systems and equipment and if I cannot be responsible then I will lose the right to use them
- I know that online content might not always be true
- I know my online actions have offline consequences
- I will always think before I post as once I upload text, photos or videos they can become public and impossible to delete
- I will not use technology to be unkind to people

Private

- I will keep my password and personal information private
- I know I must always check my privacy settings are safe and private

Legal

- I know that my internet use is monitored to protect me and ensure I comply with “The Prescott School” acceptable use policy
- I am aware that copyright laws exist, and I need to ask permission before using other people’s content and acknowledge any sources I use
- I know it can be a criminal offence to hack accounts or systems or send threatening and offensive messages

Report

- I know that people online aren’t always who they say they are and that I must always talk to an adult before meeting any online contacts
- If anything happens online which makes me feel worried or uncomfortable then I will speak to an adult I trust and visit www.thinkuknow.co.uk