ICT Acceptable Use
Cumbernauld Academy

- I will only access the computer and the school network when given permission by a teacher.
- I will ask permission from a teacher before I use the Internet.
- I will not access computer files belonging to others.
- I will access the school network using my own password only.
- I will access only those computer discs and CDs for which the teacher has given me permission.
- I will ensure that any e-mails I send are polite, sensible and responsible.
- I will only send e-mails to people I know or who are approved by my teacher. I will not forward chain letters.
- I will use my official school e-mail account only to send or receive e-mails.
- I will tell a teacher if I see web pages or e-mails which are offensive or unpleasant.
- I understand that the school will check my computer files, e-mails and the Internet sites which I visit to ensure that I use the computer and the Internet properly.
- I will only download material from the Internet if given permission by a teacher.
- I will only copy and use material as allowed by copyright legislation.   I will ask my teacher if I am not sure of the legal position.
- When using the Internet and sending e-mails I will protect myself and others by not giving
    - my name
    - my home address
    - my home telephone number
    - my photograph
    - any other personal information
    - any information about others
- I will not arrange to meet any on-line contact. I will tell my teacher about any invitations to meet on-line contacts.
- I will not use the computers to share copyrighted files.
- I will not install applications or programs on the computer unless given permission to by the teacher.
- I will not take digital images or video within the school grounds without written permission from the Head Teacher.

Cumbernauld Academy - ICT Acceptable Use

Pupil Name:……………………………………………………… Personal Support Class ……………

Pupil's Signature:……………………………………………………………………

Parent's Signature:…………………………………………………………………….