**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:…………………………………………………………………… Skills for Life Class ……………

Pupil’s Signature:………………………………………………………………………………………

Parent’s Signature:…………………………………………………………………………………….