**Pupil and Parent Acceptable Use Guidance**

You agree to follow the acceptable use guidelines outlined below at any stage when you are:

1. Using Waseley Hills High School ICT equipment
2. Accessing any software package such as subject specific resources
3. Sending or receiving emails via your school username/account
4. Accessing shared files, MS Teams and other software provided by Waseley Hills High School.

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| **Acceptable use of the school’s ICT facilities and internet: agreement for pupils and parents/carers**  |
| **When using the schools ICT equipment and software systems in school or at home.****You agree that you will NOT:** • Use them for a non-educational purpose.• Use them to break school rules.• Access any inappropriate websites. • Access social networking sites (unless where your teacher has expressly allowed this as part of a learning activity).• Use chat rooms (unless this forms part of school approved online lessons).• Open any attachments in emails or follow any links in emails from unrecognised sources. • Use any inappropriate language when communicating online, including email. • Share your password with others or log in to the school’s network using someone else’s details.• Bully other people or carry out any action that may cause harm.• Use ICT equipment within school without a teacher being present, or without a teacher’s permission. **When using the school’s ICT facilities and accessing the internet in school:**The school will monitor the websites you visit, your use of school email, the school’s ICT facilities and systems. You must let a teacher or other member of staff know immediately if you find any material which might upset, distress or harm you or others. **It is important that you understand that you may be disciplined by the school for not following these guidelines when using school systems or software, even if you are not in school when you are using them.** |