Pupil Acceptable Use Policy (AUP)

Applies to: *Pupils using Chromebooks, iPads, and any digital devices provided by the school*

Why we have this policy

We use digital devices to help us learn. This policy helps everyone stay **safe, respectful, and responsible** when using technology in school.

What pupils are expected to do

When using school digital devices, pupils agree to:

- Use devices **only for schoolwork** and learning activities
- Follow instructions always given by the teacher
- Take care of devices and use them responsibly
- Keep passwords private and not share them with others
- Ask a teacher for help if something goes wrong

What pupils must not do

Pupils must not:

- Use devices without permission from a teacher
- Access websites, apps, or content that are inappropriate or not related to learning
- Change settings on devices
- Take photos, videos, or audio recordings without teacher permission
- Send or share unkind, upsetting, or hurtful messages
- Try to access another person's account or files

Online safety

- Pupils will only use approved websites and apps
- Pupils should tell a teacher immediately if they:
    - See something that makes them uncomfortable
    - Receive an upsetting message
    - Make a mistake online

Pupils will **not get in trouble for telling the truth** about an online mistake.

Photos and recordings

- Photos or videos may only be taken with teacher permission
- Images are used for learning purposes only
- Images are deleted after use and not stored on devices

If the rules are not followed

If a pupil does not follow this policy:

- They may lose access to digital devices for a period
- Parents/guardians may be informed

Agreement

I understand this policy and agree to follow it.

Pupil Name: _____
Class: _____
Signature: _____
Date: _____

Parent/Guardian Signature: _____
Date: _____