



## Acceptable Use of Technology

### Responsible

- I know I must respect the academy 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 text, photos or videos can become public, and impossible to delete once shared online
- 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 academy 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 are not 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](http://www.thinkuknow.co.uk)