



## Pupil's AUP



**Isle of Man**  
Government

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This document outlines the pupils responsibilities when using school ICT equipment.

**I will follow all of the following rules when accessing information and programmes at home.**

1. I know that the following rules will apply to me at all times when I am using school ICT equipment such as computers, cameras, software and networks.
2. I will take care when I am using school ICT equipment. I will not break or damage any school equipment and if anything gets broken then I will report it to a teacher straight away.
3. I will not bring my own ICT equipment to my school unless I have been given permission by a teacher. If I am allowed to bring my own ICT equipment then I will obey all the extra rules I will be given about how I can use it.
4. I will always log-on using my own user-name and password. I will not tell my log-in details to anybody else. I know that I will be responsible for everything that is done using my log-in details. If I think that somebody else knows and has used my log-in details then I will tell a teacher so that my log-in details can be changed.
5. I know that my use of school ICT could be watched and recorded at any time. By using ICT equipment in my school I agree that everything I do can be watched and recorded. If I do anything that is not allowed then I know there will be consequences and if I do anything that is seriously wrong then I know that other organisations (such as the Police) may be told.
6. I will not try to access any websites, services, files or other resources that are blocked or which I am not allowed to try to access.
7. My use of school ICT equipment will only be for school uses unless a teacher has given me permission to do other things at certain times.
8. If I am downloading music, video or images, I will check with my teacher that it is legal and copyright free. I understand that music and video files are often put on the Internet illegally and that by using those files i will be breaking the law.
9. I will not try to view, share or post any material that is unsuitable for my school. If I accidentally see any material of this type then I will immediately tell a teacher. I will not be told off if I accidentally view unsuitable material and by reporting this I know that I will help to improve the e-safety of my school.
10. I understand how to stay safe when I'm online and will not tell anybody any of my personal details, including my address and telephone numbers, when I am using school ICT equipment, especially when I am on the Internet. I will never pass-on the personal details of another person. I know that this applies whenever I am using the Internet both at school and elsewhere.
11. I will behave properly at all times when I am using ICT. I will not bother, bully, lie, insult or behave badly towards other people. I will be polite at all times.

**If I break any of these rules then my use of ICT in my school may be limited or completely stopped. My activities may also be reported to other people.**