



Cobras AP

Acceptable Use of IT Policy

Child/Pupil/Student Acceptable Use of Technology Statement

I understand that **Cobras AP's** Acceptable Use Policy will help keep me safe and happy online at home and at school.

Technology Use Expectations

- I will hand in my mobile phone on arrival.
- I know that **Cobras AP** computers, tablets, laptops, and internet access are provided to help me with learning, and that other uses may not be allowed. If unsure, I will ask a member of staff.
- I understand that my use of **Cobras AP** computers, devices, systems, and internet access may be monitored to ensure my safety and policy compliance.
- I will keep my password safe and private to protect my privacy and the security of **Cobras AP** systems.
- If I need to learn online at home, I will follow the remote/online learning Acceptable Use Policy (AUP).

Respectful and Safe Communication

- I will write emails and messages carefully and politely, knowing they may be seen by others or forwarded unexpectedly.
- I understand that people online may not be who they say they are. If someone suggests meeting in person, I will immediately talk to a trusted adult and only meet in a public place with an adult present.
- I understand that bullying in any form — online or offline — is not tolerated.
- I will not use technology to harass or upset others.

Content and Sharing Responsibilities

- I will not deliberately upload or share images, videos, sounds, or text that could upset, threaten, or offend anyone in the **Cobras AP** community.
- I understand it may be a criminal offence — or breach of **Cobras AP** policy — to download or share inappropriate images, videos, or materials.
- I understand it is illegal to take, save, or send nude or semi-nude images/videos of anyone under 18.
- I will protect my personal information when online.
- I will not access or change other people's files, accounts, or private data.

- I will only upload appropriate content of others online and only with permission.
- I will only use personal devices (e.g. mobile phones) if I have permission from a staff member.

Use of Information and Media

- I will respect others' copyright and ownership by asking permission and providing references when using online content.
- I will always check that any information I use online is reliable and accurate.
- I will ensure that all my internet use is legal and safe, and I understand that online actions have offline consequences.

Security and Misuse

- I understand it is a criminal offence to:
 - Gain unauthorised access to systems ("hacking")
 - Make, use, or distribute malware
 - Send threatening or offensive messages
- I will only change computer settings if permitted by a member of staff.
- I understand that using **Cobras AP** ICT systems for personal financial gain, gambling, political activity, or advertising is not allowed.
- I understand that **Cobras AP's** internet filter is there for my safety, and I will not attempt to bypass it.

Monitoring and Reporting Concerns

- I understand that if **Cobras AP** suspects misuse of technology, they may check or confiscate personal devices like mobile phones.
- If I witness or become aware of misuse of technology, I will report it to a member of staff.
- I will speak to a trusted adult if something happens online that makes me — or someone else — feel uncomfortable, worried, or scared.

Staying Informed

- I will visit the following websites to learn more about staying safe online:
 - www.thinkuknow.co.uk
 - www.childnet.com
 - www.childline.org.uk

Parent/Carer Acknowledgement

I have read and discussed these rules with my parents or carers.

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