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## Ormiston Bolingbroke Academy ICT Acceptable User Policy

At Ormiston Bolingbroke Academy it is our priority to keep all students safe at all times, this includes when you are using the Academy's ICT facilities. As a student of OBA you must use the ICT facilities in line with the below Acceptable User Policy:

1. I will treat all technical equipment with respect and I accept responsibility for any damage caused.
2. I will use the Academy network, software and devices for educational purposes only.
3. I will not share my passwords with others.
4. I will not download software to the Academy network.
5. I will not use the network to share my own or other people's personal information such as name, phone number, photos, address, or arrange to meet somebody.
6. I will not attempt to hack into the network or alter security arrangements.
7. I will be respectful and sensible when using ICT to communicate with pupils, teachers and other staff.
8. I am responsible for my online behaviour, including the use of resources and language used.
9. I will not download, search for, upload or forward illegal or offensive material on the Academy network.
10. My online activity, within and outside OBA, will not cause distress to others.  
I will not bully anyone online.
11. I will respect the privacy and ownership of other people's work.
12. I will inform an adult immediately if I see something online that makes me feel uncomfortable.

I understand my use of the network is being monitored and information can be made available to my teachers, parents/carers and/or the police. I understand these rules are designed to keep me safe and that, if violated, consequences will be applied and my parent/carers may be informed. This Acceptable User Policy is also linked to the Academy's personal electronic devices policy, which can be found on our website.

Mr E Wright

  
Principal

Mr L Hussey

  
E-Safety Coordinator

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Student

# E-Safety @ OBA

Ormiston Bolingbroke Academy recognises that the internet is a fantastic resource that brings endless benefits. However the online world also has problems and risks. When using the internet make sure you are 'SMART'

**S**

## SAFE

Ensure personal information and passwords are kept private. Do not put contact details online and always check your privacy settings.



**M**

## MEET

Never meet with an online friend in person, even if you think you know that person well. Online 'friends' may not be who they say they are.



**A**

## ACCEPT

Do not accept emails, messages and friend requests from people you do not know.



**R**

## RELIABLE

Not all of the information or people online are reliable. There is a lot of false information online which can cause harm and trick people.



**T**

## TELL

Tell a trusted adult if anything online makes you feel uncomfortable. In school this includes; Mr Hussey, Mr Easton, Mrs Ryan, Mr Hough, Your Form tutor and Head/Assistant Head of Year. You can also report concerns via the school website.



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Academy

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