

Rules for Acceptable Use of the Internet and School Network

All pupils have access to MS Teams from home and the school computers during their IT lessons. These rules will keep pupils safe and help us be fair to everyone.

As a pupil at ELPS:

- I will only access the system and MS Teams with my own login and password, which I will keep secret.
- I will not access other people's files.
- I will use MS Teams *only* for school work and homework.
- I will not bring in CDs or USB sticks from outside school unless I have been given permission.
- I will only e-mail people I know, or people of whom my teacher has approved, and will be responsible for the content.
- The messages I send will be polite and responsible.
- I will not give out my home address or telephone number, or arrange to meet someone who I have met online.
- I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other students and myself.
- I understand that the school may check my computer files and monitor the internet sites I visit or emails I send.
- I will not share any semi-nude or nude images, videos or livestreams, even if I have the consent of the person or people in the photo/video
- I will not bully other people
- I will not use AI tools and generative chatbots
- I will use sound files *only* for educational purposes.
- I will not attempt to access network system files or software to which I do not have access rights.
- I will not access any material which could be deemed inappropriate by the school.
- I will respect copyright and intellectual property.
- I will not use unauthorised chatrooms.
- I will not eat or drink in the ICT Suites.

Should students be required to engage in remote learning, the following guidelines must be adhered to:

- Students must be contactable by their class teachers during school hours.
- Students must complete the work to the deadline set by their class teacher.
- Students must use proper online conduct, such as using appropriate language in messages.
- Students must alert teachers if they are not able to complete work.