North Star

Acceptable Use Policy for North Star Pupils

Updated: Summer Term 2025
Review: Summer Term 2026

Acceptable use of the ICT systems and internet provided by The Mercian Trust (TMT)

Pupils - Years 3 - 11

When using school ICT systems and accessing the internet in the academy or on any other TMT premises I will not:

- Use them for a non-educational purpose
- Use them without a teacher being present, or without a teacher's permission
- Access any inappropriate websites
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)
- Use chat rooms
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Share my password with others or log in to the academy's network using someone else's details
- Give my personal information (including my name, address or telephone number) to anyone without the permission of my teacher or parent/carer
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into the academy:

- I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online
- I will connect it to the academy's Wi-Fi, if available.

I understand that the Trust will monitor the websites I visit.

I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.

I will always use the ICT systems and internet responsibly.

Acceptable Use Policy – Year 1 and 2

These rules have been written to make sure that you stay safe when using the computers. This includes cameras, iPads and microphones too. By using IT resources in school, you have agreed to follow these rules. Your teacher will talk about these rules before you sign them and a copy will be sent home to your parents.

If you have any questions, please ask your teacher or Mr Stephens.

The Golden Rule: **Think before you click**

J I will be careful when going on the internet.
J I will only use the internet when a teacher is with me.
J I will tell a teacher if I see something that upsets me.
J I know people online might not be who they say they are.
J I will be polite when talking to people or writing online.
J I will think before I print or delete.
J I will be careful when using or carrying equipment.
J I will keep my password secret, but I can tell my family.
J Remember to log off properly.
L I won't tell anyone any personal details like my phone number or last name.
L I won't logon using someone else's username.

Acceptable Use Policy – Early Years, SRP & Oakwood Pupils

