



Da Vinci Academy

A L.E.A.D. Academy

Pupil Acceptable Use Agreement – 1st September 2024 – 31st August 2025

- I know that Da Vinci Academy computers, tablets, laptops and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I'm not sure if something is allowed, I will ask a member of staff.
- I know that my use of Da Vinci Academy computers and devices and internet access will be monitored.
- I will keep my password safe and private as my privacy, academy work and safety must be protected.
- I will write emails and online messages carefully and politely as I know they could be forwarded or seen by someone I did not intend.
- I will only use social media sites with permission and at the times that are allowed.
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present.
- I know that bullying in any form (on and offline) is not tolerated and I know that technology should not be used for harassment.
- I will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the Da Vinci Academy community.
- I understand that it may be a criminal offence or breach of Academy policy to download or share inappropriate pictures, videos or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18 and will visit www.thinkuknow.co.uk.
- I will protect my personal information online.
- I will not access or change other people files, accounts or information.
- I will only upload appropriate pictures or videos of others online and when I have permission.
- I will only use my personal device/mobile phone in Da Vinci Academy if I have permission from a teacher.
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources.
- I will always check that any information I use online is reliable and accurate.
- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences.
- I will only change the settings on the computer if a teacher has allowed me to.
- I know that use of the Academy ICT system for personal financial gain, gambling, political purposes or advertising is not allowed.
- I understand that the Academy internet filter is there to protect me, and I will not try to bypass it.
- I know that if Da Vinci Academy suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices.
- I know that if I do not follow the AUA then Da Vinci Academy will put an appropriate sanction in place.
- If I am aware of anyone trying to misuse technology, I will report it to a member of staff.
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable.
- I will visit www.thinkuknow.co.uk www.childnet.com and www.childline.org.uk to find out more about keeping safe online.
- I have read this document and will talk about these rules with my parents/carers.

