



Lornshill Academy - Acceptable Use Policy

BE SECURE • Ensure passwords are not easy to guess. They should contain numbers, capitals and punctuation. • Always keep your password to yourself. Do not tell your friends. • Always log out of the computer after you have finished using it. • Do not log in as anyone else. You should not be using their details.	BE POLITE • Always treat others with respect • Never post or share a message, document, image, video or any other content that is inappropriate or likely to cause harm or offence to others.	BE SAFE • Remember to be careful when communicating on the internet - other users may not be who they seem. • Don't share your personal details with other people. • Never agree to meet someone in person who you have only met on the internet unless accompanied by a trusted adult. • Speak to an adult immediately if you see a message, image or anything else on the internet that concerns you.
BE RESPONSIBLE • Always be mindful that once you put something online, that information may be beyond your control. • Never post or share a message, document, image, video or any other content online that you would not wish other learners, teachers, or parents to see. • Remember that anything you do can be traced back to you.	BE LEGAL • Never post or share a message, document, image, video or any other content that you do not have permission to use.	

For further information on Internet Safety, visit the following websites:

<https://www.ceop.police.uk/safety-centre/> <http://respectme.org.uk/cyberbullying.html> <https://www.getsafeonline.org/>