

## Acceptable Use agreement for Hwb

Remember, anything you do on Hwb should have an educational purpose.

- Be polite - never post something online in Hwb or send an email which is likely to cause offence to someone else. Leave a positive impression of yourself online. You never know, your future college, University, or employer may look at your online life.
- Be safe – don't reveal anything about yourself or about your friends, especially personal addresses or other contact details.
- Protect the school community by reporting to a teacher anything you see that might cause upset or harm to yourself, other pupils or teachers in the school.
- Use appropriate language at all times and within an educational theme. What you say on Hwb is recorded and will be viewed by other people including your teachers.
- Be security smart - keep your username and password safe. You are responsible for anything that happens under your Hwb account.
- Only link to other websites if you are sure they are safe to visit and are appropriate for your classmates and friends.
- If you share website links within Hwb, then you agree that the content of the external website is appropriate and has an educational purpose.
- Don't communicate (share documents or email) with people you don't know unless directed by your teacher. Email use may be monitored. Don't put anything in your onedrive that you can't share with your teacher.
- I understand that all of my work can be seen by my teacher.
- Content relating to or supporting illegal activities may be reported to the authorities.
- Always keep another local copy of your essential work that you store on onedrive.
- Your school may have to look at taking you offline if you cannot accept these rules which are for the good of everyone, yourself included.

I do/do not agree with the Acceptable Use statements above.

Name:

Date:

Signature: