



Acceptable Use Agreement

My pledge...

When using Apricot's online learning systems, I agree that:

1. I will only use **my own account and login details** to access Apricot lessons and systems.
2. I will keep my password and login details private and will tell an adult if I think somebody else knows them.
3. I will protect my personal information and will not share things such as my home address, phone number, passwords or other private information with people online.
4. I will respect the privacy of other students and staff and will not share their personal information.
5. I will only upload, download or share files, images, links or other material that are appropriate, safe and relevant to my learning.
6. I will not take photographs, screenshots or recordings of lessons, teachers or other students unless Apricot has specifically given me permission.
7. I will be polite and respectful to teachers and other students. I understand that bullying, threatening, discriminatory, abusive or deliberately offensive behaviour is not acceptable.
8. I will use classroom chat and other Apricot communication tools appropriately and for their intended purpose.
9. I will not deliberately damage, interfere with or try to gain unauthorised access to Apricot systems, accounts, lessons or information.
10. I will not share lesson links, classroom access details or other Apricot login information with people who are not authorised to use them.
11. If I see or receive something online that worries, frightens or upsets me, or I think somebody may be unsafe, **I will tell my Apricot teacher or another trusted adult.**
12. I understand that I must follow my teacher's instructions about when and how **Artificial Intelligence (AI)** tools can be used for my Apricot work, and I will not use AI to pretend that work is entirely my own when it is not.

I understand that...

- 🍊 These rules are here to help **keep me and other people safe.**
- 🍊 If I make a mistake, I should tell my teacher rather than try to hide it.
- 🍊 If I deliberately or repeatedly misuse Apricot's systems, my access may be restricted and Apricot may need to speak to my parent/carer and/or the organisation responsible for my placement.
- 🍊 If something raises a safeguarding concern, Apricot will follow its safeguarding procedures.