

St Mary's CE VC Primary School

Pupil Acceptable Use Policy

All pupils must follow the rules in this policy when using school computers. Pupils are expected to behave in a responsible manner on the Internet, just as they are elsewhere in the school. Internet access is provided for pupils to conduct research and communicate with others, and parental permission is required. Individual users are responsible for searching and communicating according to instructions given by the teacher.

Pupils that do not follow these rules may find:

- They are not allowed to use the computers,
- They can only use the computers if they are more closely watched.

Computer Rules

1. I will only use polite language when using the computers and I must not write anything that might: upset someone or give the school a bad name.
2. I know that a member of staff will regularly check what I have done on the school computers and if I may have been breaking the rules they will check on how I have used the computers before.
3. I must not tell anyone my name, where I live, or my telephone number - over the Internet.
4. I must not tell my username and passwords to anyone else but my parents. If I think someone has learned my password then I will tell a member of staff
5. I must log off after I have finished with my computer and I must never use other people's usernames and passwords or computers left logged in by them.
6. I know that e-mail is not guaranteed to be private. I must not send unnamed e-mails
7. I must not use the computers in any way that stops other people using them.
8. I will report any websites that make me feel uncomfortable to a member of staff.
9. I will tell a member of staff straight away if I am sent any messages that make me feel uncomfortable.
10. I will not try to harm any equipment or the work of another person on a computer.
11. If I find something that I think I should not be able to see, I must tell a member of staff straight away and not show it to other pupils.

Unacceptable use

Examples of unacceptable use include, but are not limited to:

- Using a computer with another person's username and password.
- Creating or sending on the Internet any messages that might upset other people.
- Looking at, or changing work that belongs to other people.
- Waste time or resources on school computers.
- Using the internet in unsupervised time
- Damage computer systems through deliberate misuse

Pupil User Agreement Form for the Pupil Acceptable Use Policy

I agree to follow the school rules when using the school computers. I will use the network in a sensible way and follow all the rules explained by a member of staff.

I agree to report anyone not using the computers sensibly to a member of staff.

I also agree to tell my teacher or another member of staff if I see any websites that that make me feel unhappy or uncomfortable.

If I do not follow the rules, I understand that this may mean I might not be able to use the computers.

Pupil Name: _____

I realise that any pupil under reasonable suspicion of not following these rules when using (or misusing) the computers may have their use stopped, more closely monitored or past use investigated.

Parent/Carers/Guardians Name: _____

Parent/Carers/Guardians Signature: _____

Date: ___/___/_____