

Plaistow and Kirdford Primary School

Pupil Acceptable Use Policy

All pupils must follow the rules in this policy when using school computers, and Virtual Learning Environment.

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.

Their teachers will show pupils how to use the computers.

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



Student User Agreement Form for the Student 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 my teacher

I agree to report anyone not using the computers sensibly to my teacher

I also agree to tell my teacher 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.

Student Name: _____

As the parent/legal guardian* of the pupil named above, I give permission for my child to access networked computer services such as the Internet, e-mail and the schools Virtual Learning Environment (such as Moodle). I understand that pupils will be held accountable for their own actions. I also understand that although the school will take reasonable steps to ensure that my child is appropriately supervised, according to age and responsibility, I will not hold the school of County Council responsible for inappropriate material that my child may obtain. I understand the school reserves the right to apply monitoring arrangements to any student in relation to network, e-mail and Internet use where misuse is suspected. I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media. I agree to report any misuse of the network to the school.

- My child's work, if selected, may/may not* be published on the Internet, including the school and West Sussex County websites.
- My child may/may not* take part in Internet/video conferencing between the school and another institution.

Please note that this does not refer to newspaper publicity.

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: __/__/____