



Issued by the Governors of St Mary's CE School, Clymping Pupil Acceptable Use Policy

<i>Signature</i>	
<i>Review Schedule</i>	<i>Every 2 years</i>
<i>Last Revised</i>	<i>January 2020</i>
<i>Next Approval Date</i>	<i>January 2022</i>

Introduction

All pupils within our school are expected to follow the rules in this policy when it comes to accessing the school computers and networks, mobile technologies and the St. Mary's virtual learning environments such as Moodle.

Pupils that do not follow these rules may find that:

- They are not allowed to use the computers or the schools virtual learning environment.
- They can only use the computers if they are more closely watched.

Teachers within our school will ensure that the children know how to use the computers safely and know what is expected of them when using them.

Parents please go through these rules with your child and help them to understand what these mean.

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 the E-Safety coordinator will regularly check what I have done on the school computers.
4. I know that if the E-Safety coordinator 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.

KS1 I will only log in using my class username

KS2 I will only log in using my own unique username and password, and never using other people's usernames and passwords or computers, even if left logged in by them.

7. If I think someone has learned my password then I will tell the E-Safety Coordinator and I will change my password.

8. I must log off after I have finished with my computer and when using laptops or mobile technology I will ensure they go back into safe storage and I will plug them in to charge.
9. I will only use my school email account in school and I know that e-mail is not guaranteed to be private. I must not send unnamed e-mails.
10. I must not use the computers in any way that stops other people using them.
11. If I see something that makes me feel uncomfortable on the internet I will report it straight away to my teacher or the E-Safety Coordinator.
12. If I receive any emails or messages that make me feel uncomfortable I will tell my teacher.
13. I will report any websites that make me feel uncomfortable to the E-Safety Coordinator or my teacher.
14. I will not harm or damage any equipment in the school and shall only use it for its intended purpose.
15. I will only print if a member of staff has given me permission to do so.
16. I understand that there is school security on the network and it is there for my own safety and the safety of other children in the school and I will not try to break through this.

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.
- ☒ Wasting time or resources on school computers, including printing.

Student User Agreement Form for the Student Acceptable Use Policy

You must complete this section with your child in order to use school based computer systems and computers.

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 or the E-Safety Coordinator.

I also agree to tell my teacher or the E-Safety Coordinator 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: _____

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.

Parents

As part of our schools ICT programme we offer supervised access to the internet. In order to reduce the risks of accidentally accessing inappropriate material the school employs a service provider that prevents access to listed undesirable sites; however no system is completely fool proof. We require permission for your child to have access to the Internet.

I understand that my child will use the internet at school. I understand that the school will take all reasonable precautions to ensure that my child does not gain access to inappropriate material. I understand that pupils will be held accountable for their own actions.

Parent/Carers/Guardians Name: _____

Parent/Carers/Guardians Signature: _____

Date: __/__/____
