

# ASHURST CE AIDED PRIMARY SCHOOL



## ICT PUPIL ACCEPTABLE USE POLICY KS1

**Applicable from November 2019**

**Responsibility of Headteacher.**

## INTRODUCTION

This policy will be reviewed in response to changing circumstances in school and guidance and advice issued by LA and DfE

This policy is the responsibility of the Full Governing Body, in consultation with the Headteacher.



# ASHURST CE AIDED PRIMARY SCHOOL



## Pupil Acceptable Use Policy

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

Pupils that do not follow these rules may find that there they are not allowed to use the computers and have their access rights withdrawn.

Teachers will show pupils how to use the computers correctly.

Computer Rules	
1	I will always take care of computer equipment and use it sensibly.
2	I must not tell my username and passwords to anyone else.
3	I must never use other people's usernames and passwords or computers left logged in by them.
4	If I think someone has learned my password then I will tell my teacher
5	I know that my teacher will regularly check what I have done on the school computers.
6	I must not use the computers in any way that stops other people using them.
7	I will not access anyone else's work on the computers, unless asked to do so by a teacher.
7	I must not tell anyone my name, where I live, or my telephone number - over the Internet.
8	I will report any websites that make me feel uncomfortable to my teacher.
9	I know that e-mail is not guaranteed to be private. I must not send unnamed e-mails.
10	I will tell my teacher straight away if I am sent any messages that make me feel uncomfortable.

11	I must not write anything that might cause anyone to be upset.
12	If I find something that I think I should not be able to see on the network, I must tell my teacher straight away and not show it to other pupils.
13	I must log off after I have finished with my computer.

## 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.

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## 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: \_\_\_\_\_

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

Parent/Carers/Guardians Name: \_\_\_\_\_

Parent/Carers/Guardians Signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_\_\_