Acceptable use policy: Pupils

Northgate Primary School

Approved by:	Northgate Governing Body
Last reviewed on:	January 2024
Next review due by:	March 2025

All pupils must follow the rules in this policy when using school computers and the school Virtual Learning Environment (VLE) DB Primary.

Pupils who 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 the ICT Technician 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. I will inform the teacher if this happens so they can log the previous user out.
8.	I must remember to log off after I have finished with my computer.
9.	If I think someone has learned my password then I will tell my teacher or the ICT Technician.
10.	I know that email is not guaranteed to be private. I must not send unnamed emails.
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 and the ICT Technician.
13.	I will tell my teacher and the ICT Technician straight away if I am sent any messages or emails 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 or another member of staff straight away and not show it to other pupils.
16.	I will not access any websites which are not part of the lesson.
17.	I will not store (save) any documents/pictures which are not intended for the lesson.

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.

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 school staff.

I agree to report anyone not using the computers sensibly to my teacher or the ICT Technician.

I also agree to tell my teacher or another member of staff if I see any websites 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's Name: _____   Class: _____

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.

I give permission for my child to access networked computer services such as electronic mail, the Internet and the school VLE (DB Primary)
Please delete as appropriate: **YES / NO**

My child's work may be published on the Internet, including the school's and West Sussex County Council's websites.
Please delete as appropriate: **YES / NO**

My child may take part in Internet / video conferencing between the school and another institution.
Please delete as appropriate: **YES / NO**

Parent or Carer's Name: _____

Parent or Carer's Signature: _____

Date: _____ / _____ / _____

NO PERSONAL DETAILS WILL BE PUBLISHED ON THE INTERNET.
This is in line with the General Data Protection Regulations.