

Northgate Primary School

Pupil Acceptable Use Policy



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

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.
8	If I think someone has learned my password then I will tell my teacher or the ICT Technician.
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 and the ICT Technician.

13	I will tell my teacher and the ICT Technician 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 or a Teaching Assistant 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.



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*.

Please delete as appropriate: **YES / NO**

My child's work may be published on the Internet, including the school 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's/Carer's/Guardian's Name: _____

Parent's/Carer's/Guardian's Signature: _____

Date: ___/___/_____

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

***DB Primary**