



South Bersted CE Primary Acceptable Use Policy – KS1

Web and/or Internal	Web & Internal
This policy should be reviewed every	Every three years
Policy approved by Governors	Spring 2017
Date of Review	Spring 2020
Member of staff responsible	Business Manager
Policy created by	WSCC Model Policy, personalised
Signed by Chair of Governors and/or Headteacher	

All pupils must follow the rules in this policy when using school computers.

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 Usage 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/teaching assistant 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 and teacher.

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 or tablet.
10	I know that e-mail is not guaranteed to be private.
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 or other adult working in my class.
13	I will tell my teacher or another adult straight away if I am sent any messages that make me feel uncomfortable or upset me.
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.
16	I will think before I print or delete.
17	I know people online might not be who they say they are.

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 any messages (text, images or sound) that might upset other people.
- Searching for and using offensive material.
- Looking at, or changing work that belongs to other people.
- Wasting time or resources on school computers.

Form to be returned to the school office



Pupil User Agreement Form for the Pupil Acceptable Use Policy KS1

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 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 as a result, I might not be able to use the computers.

Pupil's Name:

I realise that any pupils under reasonable suspicion of not following these rules when using the computers may have their use stopped or more closely monitored, which will involve their past use being investigated.

Parent/Carer's Name:

Parent/Carer's Signature:

Date: