

East Preston Junior School

Year 3 / 4 Student Acceptable Use Policy



All pupils must follow the rules in this policy when using school computers and the school VLE (Virtual Learning Environment - eastprestonjunior.eschools.co.uk/login)

Pupils that do not follow these conditions may:

- **Not** be allowed to access the computers at all or only use the computers if they are closely supervised.

Teachers will show their pupils how to use the resources available through the schools network. School staff will regularly check the network to make sure that it is being used responsibly.

UNACCEPTABLE USE

Examples of unacceptable use include:

- Logging in with another person's user ID and password, or using a machine left unattended, but logged in by another user.
- Creating, sending, or posting on the Internet any material (text, images or sounds) that is likely to upset other people or cause offence.
- Accessing resources or work that belongs to other "users".
- Pupil activity that would cause:
 - Damage or destruction of other users' work,
 - Go against the privacy of other users,
 - Deliberately waste time or resources on the school network for example printing documents or photos without permission.

NETWORK SECURITY

If you discover a security problem, for example being able to see other pupils' work area or viewing something that makes you feel uncomfortable on the internet, you must inform an adult in the school or Mr Lott/ Mrs Lockyear immediately and not show it to other users.

Acceptable Use

Pupils are expected to use the network systems in a responsible manner. It is not possible to provide a complete set of rules about what is, and what is not, acceptable. All use however should be consistent with our code of conduct. The following list does provide some examples that must be followed:

| | |
|----|---|
| 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 teachers 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 will not tell my username and password to anyone else except 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. |
| 9 | I will ensure that I log off after I have finished with the computer. |
| 10 | I am aware that e-mail is not guaranteed to be private. |
| 11 | I must not use computers in a way that stops other people from using them. |
| 12 | I will report any websites that make me feel uncomfortable to my teacher or Mr Lott / Mrs Lockyear. |
| 13 | I will tell my teacher straight away if I am sent any messages that make me feel uncomfortable. |
| 14 | 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. |
| 15 | I will not attempt to harm any equipment, work of another user, or another website connected to the school system. |

Student User Agreement Form for the Student Acceptable Use Policy

I agree to follow the school rules on the use of the school network resources. I will use the network in a responsible way and follow all the conditions explained in the school acceptable use policy.

I agree to report any misuse of the network to Mr Lott and/or Mrs Lockyear.

I also agree to report any websites that are available on the school Internet that make me feel uncomfortable to Mr Lott and/or Mrs Lockyear.

I realise that any pupil under reasonable suspicion of misusing the network may have their use monitored or past use investigated. If I do not follow the rules, I understand that this may result in loss of access to these resources as well as other sanctions.

Name of Pupil: _____

Signature of Pupil: _____

Name of Parent/Carer/Guardian: _____

Signature of Parent/Carer/Guardian: _____

Date: __/__/____