

STAINES PREPARATORY SCHOOL



COMPUTING ACCEPTABLE USE POLICY

Review Procedure:	Annually for September
Person Responsible:	Computer Coordinator
Date of Last Review:	September /2018
Reviewed by: Deputy Head	September 2018
Approved by: Headmistress	September 2018

Our school has provided computers and Internet access to help you learn. You are responsible for your own behaviour on the Internet, just as you are in a classroom or the playground. Our Internet access is filtered to screen undesirable sites to protect you and the School, and the system can also scan e-mails for viruses

These rules will help keep everyone safe:-

- You must ask permission from a teacher before using a computer. You must use the computer only for school work and homework.
- Do not eat or drink near computer equipment.
- Do not bring in CDs or USB memory devices from outside school, unless permission is given by a teacher.
- You may only access the network using your own login.
- When using the Internet, to help protect other pupils and yourself, tell a teacher if you see anything you are unhappy with. (Turn the screen off, if something upsets you.)
- Do not download files or print from the Internet unless a teacher gives permission.
- Do not fill in personal details on web pages, enter competitions or visit chat rooms.

E-mail

- You will be given access to a School e-mail account when the curriculum covers this topic
- You must only e-mail people your teacher has approved.
- The messages you send must be polite and sensible.
- Do not give personal details, your home address or telephone number.
- Any time you use e-mails, if you receive a message which you do not like, you must tell a teacher.
- Any time you are online, you must never arrange to meet someone. Tell a teacher if someone asks to meet you. Unsafe people can pretend to be friendly.

Mobile Phones

- Mobile phones are not allowed in school but the rules above will also help to keep you safe when using them at home.

Learning Platform – E-Schools

The activities on E-Schools are intended for your sole use. You may request support from a responsible adult, where necessary.

- You must keep your E-Schools password secret.
- You must only access E-Schools using your own login.
- At school, you may only upload files/images to E-Schools if a teacher gives permission.

- At home, you may only upload files/images to E-Schools if approved by an adult.
- Do not give personal details of yourself or other people, such as address or telephone number.
- All messages or comments you make on E-Schools must be polite and sensible.

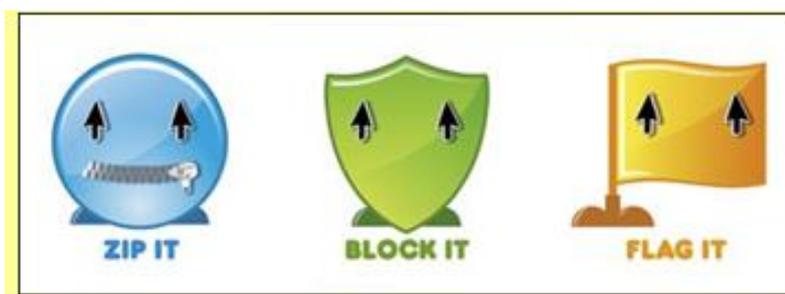
The School reserves the right to withdraw your access to E-Schools should it be found that it is being misused either deliberately or through carelessness.

Please remember that the school may check your computer files and can monitor the Internet sites you visit.

Information for Parents

An important part of our Computing and PSHEE curriculum addresses learning to keep safe on the Internet. Children discuss the school's 'Acceptable Use Policy' and parts of the 'E Safety Policy', and focus on the government's 'Click Clever, Click Safe' code i.e.

- **Don't give out personal information on the web.**
- **Block people who send nasty messages and don't open unknown links and attachments.**
- **Tell a parent or teacher (or trusted adult) if anything online upsets you.**



Older children talk about social networking sites (such as *Facebook* and *Twitter*) and are reminded that the age limit for these is **13 years and over**. The importance of age limits is emphasised, both for social media sites and also for games, which might be played at home on the Xbox, Play Stations or other computer consoles.

The children also discuss the possible dangers to their health and well-being by spending too long at a computer.

We aim to work with parents to educate our children about these crucial guidelines. For more information, please refer to the 'CEOP' website, the Child Exploitation and Online Protection Centre, which can be found at **www.ceop.police.uk**. This gives practical tips and simple guidance for parents about keeping their children safe on the Internet. It also has a link to the '**Thinkuknow**' site, where you will find films, games and advice for children from 5 – 16.

This policy is in conjunction with the Child Protection Policy, Anti Bullying Policy and E-Safety Policy