

# ESTCOTS PRIMARY SCHOOL



## Acceptable Use Policy - Pupils

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### Pupil Acceptable Use Policy

All pupils must follow the rules in this policy when using school laptops and Chromebooks.

Pupils that do not follow these rules may find:

- They are not allowed to use the laptops and Chromebooks.
- They can only use the laptops and Chromebooks if they are more closely watched.

Their teachers will show pupils how to use the laptops and Chromebooks.

| Laptops and Chromebooks Rules |   |
|-------------------------------|---|
| 1                             | I will only use polite language when using the laptops and Chromebooks.   |
| 2                             | I must not write anything that might: upset someone or give the school a bad name.  |
| 3                             | I know that my teacher will regularly check what I have done on the school laptops and Chromebooks.                                 |
| 4                             | I know that if my teacher thinks I may have been breaking the rules they will check on how I have used the laptops and Chromebooks. |
| 5                             | I must <u>not</u> tell anyone my name, where I live, or my telephone number - over the Internet.                                    |
| 6                             | I must <u>not</u> tell my username and passwords to anyone else but my parents.   |
| 7                             | I must <u>never</u> 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.  |
| 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 laptops and Chromebooks in any way that stops other people using them.   |
| 12                            | I will report any websites that make me feel uncomfortable to my teacher or a member of staff.                                      |
| 13                            | I will tell my teacher or a member of staff 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 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 laptops and Chromebooks.

## Student User Agreement Form for the Student 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 my teacher.

I agree to report anyone not using the computers sensibly to my teacher

I also agree to tell my teacher or another member of staff if I see any websites that 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.

Student Name: \_\_\_\_\_

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.

Parent/Carers/Guardians Name: \_\_\_\_\_

Parent/Carers/Guardians Signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_\_\_