



Willow Tree Primary School, St Helens

E-safety – Acceptable Use Policy for KS1 Pupils

All pupils must follow the rules of this policy when using school computers, all IT equipment, the Internet and email.

Pupils who do not follow these rules may find:

- They can only use computers and IT equipment if they are more closely watched
- They are not allowed to use the Internet and email
- They are not allowed to use school computers and IT equipment

Teachers and staff in school will show pupils how to use computers and IT equipment.

Computer Rules & Guidelines

1. I will only use polite language when using computers.
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 school computers and IT equipment.
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 and IT equipment before.
5. I must not tell anyone my name, where I live, my telephone number or my age – over the Internet or by email.
6. I must not tell my usernames or passwords to anyone else but my parent and teacher.
7. I must never use other people's usernames and passwords
8. I must never use a computer that has been left logged in with someone else's username and password.
9. If I think that someone else knows my password then I will tell my teacher (or a parent if it is outside school).
10. I must log off as soon as I have finished working on a computer.
11. I know that email is not guaranteed to be private. I must not send unnamed emails.
12. I must not use computers in any way that stops other people from using them.
13. If I see anything on the computer or Internet that I think is "scary or bad" or that makes me feel uncomfortable, I will tell my teacher or another member of staff immediately.
14. If I find something 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 tell my teacher or another member of staff straight away if I am sent an email or message that makes me feel uncomfortable. (If I am on a computer outside of school, I will tell a parent).
16. I will treat all computer equipment with respect and I will not try to harm any equipment or the work of another person on a computer.

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 or other form of communication any messages that might upset other people.
- Look at, or changing work that belongs to other people.
- Using or copying someone else's work and pretending it is mine.
- Wasting time or resources on school computers.



Pupil User Agreement Form for the 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 to me by my teacher.

I agree to report anyone not using computers and IT equipment sensibly to my teacher.

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 means I might not be able to use the school's computer and other IT equipment.

Pupil's Name: _____

Pupil's Class: _____ Date: ____/____/____

I realise that any pupil under reasonable suspicion of not following these rules when using (or misusing) computers or other IT equipment may have their use stopped, more closely monitored or past use investigated.

Pupil Parent/Carer's Name: _____

Pupil Parent/Carer's Signature: _____

Date: ____/____/____