Willow Tree Primary School, St Helens

E-safety – Acceptable Use Policy for KS2 Pupils

Pupil access to the school computers, IT equipment, Network, Internet and email is a privilege and not a right. All pupils must follow the conditions described in this policy when using the school's computers, IT equipment, Network, 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
- Being reported to the Local Authority or to the Police

Teachers and staff in school will show pupils how to use computers and IT equipment. Teachers and staff will show pupils how to use computer programs and other IT resources that are available through the school network.

Computer Rules & Guidelines
1. I will only use polite language when using computers.
2. I will not create, send or post any material that is likely to upset or offend other people or give the school or St Helens Local Authority a bad name.
3. I will not use language that could cause offence or stir up hatred of any ethnic, religious or other group.
4. I know that my teacher will regularly check what I have done on school computers and IT equipment and will also check files held on the school network.
5. 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.
6. I will not reveal any personal information, such as: name, home address, telephone number, age or email address, about myself or others over the Internet, email or network.
7. I will not go into other people's files or folders.
8. I will not share my login details (including passwords) with anyone else. Likewise, I will never use other people's username(s) and password(s).
9. I will ensure that if I think someone else has learned my password then I will change it immediately and tell my teacher (or a parent if it is a password outside school).
10. I will ensure that I log off as soon as I have finished work on a computer or if I have to leave it.
11. If I find an unattended machine logged on under other users username, I will log it off immediately and **will not** use it under **any** circumstances before entering my own login username and password.
12. I understand that I am not allowed access to unauthorised chat rooms/blogs/forums and should not attempt to gain access to them.
13. I am aware that email is not guaranteed to be private. I know that if I write something that is racist, intolerant or considered to be a form of bullying, that this will be reported by school to my parents/carers, the Local Authority and possibly to the Police. I know that anonymous or unnamed un-named emails/messages are not permitted and **must not** be sent.
14. I will not use computers or the network in any way that would disrupt use of the network by others.
15. I will report any accidental access to other people's information to my teacher.
16. I will not use a "USB drive" or other portable devices on school computers or IT equipment **under any circumstances**.
17. I will report any unsuitable websites that make me feel uncomfortable to my class teacher.
18. I will report immediately to my class teacher if I am sent any materials or messages that make me feel uncomfortable. (If I am on a computer outside of school, I will tell a parent).

19. I will not try to visit websites that might be inappropriate or illegal. I know that downloading some material is illegal and I know that other authorities may be called to investigate, if this were done.
20. I will not download or install any software from the Internet and I understand that only the school's computer technician is allowed to install any software on the school's computers or network.
21. I know that any pupil under reasonable suspicion of misusing the school's computers, IT equipment or network may have their usage more closely monitored or have past use investigated.
22. 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.
23. 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.

Unacceptable Use

Examples of unacceptable use include, but are not limited to:

- Logging in with another person's username and password or using a computer that has been left unattended, but is still logged in with another person's username and password.
- Creating, sending or posting on the Internet or other form of communication (text, images or sound) that is likely to upset other people or cause offence.
- Unauthorised access to resources and work that belongs to other people.
- Using or copying someone else's work and pretending it is your own.
- Activity that would cause:
  - o Damage or destruction of other users work,
  - o Go against the privacy of other users,
  - o Deliberately waste time or resources on the school network.

Pupil User Agreement Form for the Acceptable Use Policy

I agree to follow the school rules when using the school computers and IT equipment . 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 uncomfortable or that I know contain inappropriate material.

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. If I do not follow the rules, I understand that this may result in school staff deciding I cannot use school computers, IT equipment, network or the Internet as well as other sanctions.

Pupil Parent/Carer's Name:_____

Pupil Parent/Carer's Signature:_____

Date: _____/_____/_____