



Acceptable Use Policy for Pupils

Our computers have internet access to help our learning.

These rules will help keep us and our computer equipment safe.

- I will use the computers safely at all times.
- I understand that I am responsible for my own actions. I am aware that there is Safety software in school which constantly checks computer files and monitors the internet sites I visit.
- Every time I use the computer, I will log on using the username and password that my teacher has told me to use. I will not tell anyone else the password.
- I will make sure that I log off the computer when I am finished using it. If I have to leave the computer, I will lock the computer to prevent others from using my account by pressing 'Ctrl, Alt and Delete'.
- I will not use other children's/teacher's accounts or files. I will respect copyright and not copy anyone's work and call it my own.
- If I find a machine logged on under another username I will not continue using the machine - I will log it off immediately.
- I will only use programs that are already on the school computer. If I need a new program, I will ask my teacher - I won't try to install it myself!
- I will not bring in software from home and try to use it on the school computers.
- If I have a problem with the computer, I will tell a teacher immediately so that the problem can be fixed - I won't leave it broken for the next person.
- To help protect other pupils and myself, I will immediately tell a teacher about any unpleasant or inappropriate material or messages on the computer.
- I understand that the computers are here for school work, and I will only play appropriate games on them if I have permission from my teacher.
- I will only take appropriate photographs or videos using school equipment when my teacher gives me permission.
- I will not take photographs or videos without the teacher's permission. Photographs or videos taken on personal equipment brought in from home is not allowed.
- I will not copy or attempt to copy school photographs or videos onto a USB stick/Blank CD and use them outside of school.
- I will not upload or attempt to upload photographs or videos of pupils or teachers within school onto the Internet unless given permission by my teacher when part of an educational lesson.
- I will not download or attempt to download software, music or videos from the internet onto our school computers.
- When sending e-mails, I will be supervised by my teacher. I will only send e-mails to familiar people or schools with permission from my teacher when part of an educational lesson. All e-mails will be checked by a teacher before it is sent. I will be polite and responsible when sending e-mail.



High Bank JIN School acceptable use policy for pupils

- I will be aware of my personal safety when I am communicating online, and I will not share personal information about myself or others.
- I am not allowed to access social networks or chat rooms.
- I will not give my full name, my home address or telephone number to anyone on the Internet or in any e-mail or arrange to meet anyone out of school.
- I will always treat others the same way I would want them to treat me - just as I would when not using the computers. I will not use the computers to harass or bully anyone.

I will use the SMART acronym to help me to remember how to stay safe online

SAFE	Keep safe by being careful not to give out personal information online.
MEETING	Never agree to meet anyone that you chat to on the internet; they may not be who you think they are. You can't be sure who you're talking to on the Internet.
ACCEPTING	Do not accept unusual e-mails. They may be trying to tempt you into opening them. They could contain viruses that can damage your computer. If this happens to you, tell an adult.
RELIABLE	Information on the internet may not be true - anyone can upload material to the internet. Always double check any information on a more reliable website.
TELL	If anything makes you feel worried tell your parents, teachers or an adult that you trust. They can help you to report it to the right place Or call a helpline like ChildLine on 0800 1111 in confidence.

Parent/s and/or Carers

- I undertake to read and accept all of the above in support of and on behalf of my child's agreement to it.
- I will discuss internet safety issues with my child and try to ensure that they are fully aware of the risks of internet use and of school policy with regard to the same.
- I will ensure that I NEVER UPLOAD photographs and/or videos of children of High Bank JIN School (other than my own) on to any website including any social media site such as Facebook, Twitter etc.

Name of Pupil: _____

Class: _____

Signed by Pupil: _____

Date: _____

Signed by Parent/Carer: _____

Date: _____