

Southway Junior School

Pupil Acceptable Use Policy



All pupils must follow the rules in this policy when using school computers and iPads, and the school VLE.

Pupils that do not follow these rules may find:

- They are not allowed to use the computers and / or iPads,
- They can only use the computers and / or iPads if they are more closely watched.

Their teachers will show pupils how to use the computers and iPads.

Computer Rules	
1	I will only use polite language when using the computers and iPads.
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 computers, iPads and on the VLE.
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 iPads before.
5	I must not tell anyone my name, where I live, or my telephone number - over the Internet.
6	I must not tell my username and passwords to anyone else but my parents.
7	I must never use other people's usernames and passwords or computers and iPads left logged in by them.
8	If I think someone has learned my password then I will tell my teacher straight away.
9	I must log off after I have finished with my computer or iPad.
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 computers or iPads in any way that stops other people using them.
12	I will report any websites that make me feel uncomfortable to my teacher.

13	I will tell my teacher 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 or iPad.
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 or iPad 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 computers or iPads.