

# Pupil Acceptable Use Policy

## April 2012

### I know that I must use the computers safely

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- In EYFS + KS1 all children have the same username and password. In KS2 children have individual usernames. Year 6 also have individual passwords in order to raise awareness of computer safety.
- The school can monitor what pupils do on the computers.
- KS2 pupils must be aware of personal safety when communicating online, and must not share personal information about themselves or others.
- Pupils must tell a teacher immediately about any unpleasant or inappropriate material or messages on the computer, or anything that makes them feel uncomfortable when they see it.

### Using the computers responsibly

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- Pupils understand that the computers are here for school work, and I will only play games on them if they have permission.
- Pupils will only upload pictures or videos from inside the school if they have permission.
- Pupils understand that some sites are blocked for their own safety and wellbeing and they should not try to find other ways to access them.
- Pupils understand that they must not knowingly download or display inappropriate pictures or other material from the Internet.

### Looking after the computers

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- Pupils will tell a teacher immediately if there is a problem with their computer.
- Pupils must only use programs that are already on the school computer. Pupils won't try to install anything themselves.
- Pupils must not try to connect their own computer or mobile phone to the network.
- Pupils must only change settings on the computer if allowed to do so.
- Pupils know that food and drink is not allowed by the computers, and that they should not eat or drink around any computer.

### Respect for others when using the computers

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- Pupils will not use the computers to harass or bully anyone.
- Pupils will be polite online, and I will not use strong, aggressive, or inappropriate language.
- Pupils must not take or distribute pictures or videos of anyone without their permission.