

PUPIL ACCEPTABLE USE POLICY (KS1-KS2)

Parents/carers: please read and discuss this agreement with your child and then sign it, ask your child to sign it and return. If you have any questions or concerns, please contact your Centre/service front office.

All pupils must follow the rules in this policy when using school devices and the school's network.

Pupils that do not follow these rules may find:

- 🔹 They are not allowed to use school devices;
- 🔹 They are not allowed or will have reduced to access virtual learning platforms;
- 🔹 They can only use school devices or virtual learning platforms if they are more closely watched;

Teachers or assigned Teaching Assistants will show pupils how to use devices on the school network and user guides for the use of our virtual learning platforms will be made available for pupils/parents/carers.

IT Rules	
General	
1	I will be responsible for my behaviour when using the internet. This includes social media platforms, games and apps.
2	I will only use polite language when using the internet to communicate.
3	I must not write anything that might upset someone or give the school a bad name.
4	I will not send anyone material that could be considered threatening, bullying, offensive, or illegal.
5	I will only access websites and social media platforms that I am old enough to access.
6	I will not deliberately browse, download or upload material that could be considered offensive or illegal.
7	I know that my class teacher will regularly check what I have done on school devices or via the school network.
8	I know that if my class teacher thinks I may have been breaking the rules they will check on how I have used the school devices, network before.
9	I must not tell anyone my name, where I live, or my telephone number over the internet.

10	I will not arrange a face-to-face meeting with someone I meet online unless I have discussed this with my parent/carer or teacher.
11	I will tell my class teacher or an adult in my classroom straight away if I am sent any messages that makes me feel uncomfortable.
12	I must not tell my username and passwords to anyone else but my parents/carers.
13	I must never use other people's usernames and passwords or computers left logged in by them.
14	If I think someone has learned my password, then I will tell my class teacher.
15	I must log off after I have finished with my computer/device.
16	I know that email is not guaranteed to be private. I must not send unnamed emails.
17	I must not use the computers in any way that stops other people using them.
18	I will report any websites that make me feel uncomfortable to my class teacher.
19	I will not try to harm any equipment or the work of another person on a computer.
Virtual Learning Platforms (including Microsoft Teams/SharePoint)	
21	I will make sure my parent/carer knows I am going into a virtual lesson and ask them to come and meet the teacher.
22	I will only talk to a teacher that I know.
23	I understand that my behaviour should be the same as it would be if I were in school.
24	My parent/carer will ensure that the antivirus on my device is up to date.
25	I understand that I need to be ready for lesson and dressed as if I were at school.
26	I understand that when I am in a live lesson with my teacher, I must be in my living room, kitchen, or other neutral space that is not my bedroom.

UNACCEPTABLE USE

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

- ✦ Using a computer with another person's username and password;
- ✦ Creating, sending, commenting or any form of behaviour (i.e making faces) that might upset other people;
- ✦ Looking at, or changing work that belongs to other people;
- ✦ Not engaging in my learning;
- ✦ And any activity that would:
 - cause damage or destruction of other users' work;
 - go against the privacy of other users;
 - deliberately waste time or resource on the school network.

PUPIL USER AGREEMENT FORM FOR THE PUPIL ACCEPTABLE USE POLICY (KS1-KS2)

I agree to follow the rules as detailed in the KS1-2 Acceptable Use Policy and explained to me by my teacher. I will use school devices, the internet and the school network in a sensible way and follow instructions from classroom teachers and teaching assistants and follow the rules in this agreement.

I agree to report anyone not using the computers sensibly to my classroom teacher.

I also agree to tell my classroom teacher or an adult nearby if I see any websites that make me feel unhappy or uncomfortable.

If I do not follow the rules, I understand that this may mean I might not be able to use school devices, the school network or participate in virtual lessons.

I realise that any pupil under reasonable suspicion of not following these rules when using (or misusing) the computers may have their access to computer equipment restricted or removed, more closely monitored or past use investigated.

PUPIL NAME	
PUPIL SIGNATURE	
DATE	
PARENT/CARER NAME	
PARENT/CARER SIGNATURE	
DATE	

ISSUED	May 2018
ADOPTED BY WSAPC	May 2018
REVIEWED	Jul 2023
REVIEW DATE (3-yearly)	Jul 2026