

# Balcombe C E (C) School

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## Internet Acceptable Use Policy (Junior Pupils)

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Adopted by Governors: Jun 2015

Reviewed:

Next Review: Jun 2018

*Note: This policy/agreement is issued to parents in electronic format.*

## **All pupils must follow the rules in this policy when using school computers.**

Pupils that do not follow these rules may find:

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

Their teachers will show pupils how to use the computers.

<b>Computer Rules</b>	
1	I will only use polite language when using the computers.
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.
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 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 left logged in by them.
8	If I think someone has learned my password then I will tell my teacher.
9	I must log off after I have finished with my computer.
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 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.
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 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.

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**NAME OF PUPIL**

**I confirm that I have fully discussed the school's Internet Policy with my child and they:**

- Agree to follow the school rules when using the school computers. Will use the network in a sensible way and follow all the rules explained by a teacher.
- Agree to report anyone not using the computers sensibly to a teacher.
- Also agree to tell a teacher if I see any websites that make them feel unhappy or uncomfortable.
- Understand if they do not follow the rules this may mean they might not be able to use the computers.

**I give permission for:**

- ☐ My child's work, if selected, to be published on the school website, VLE and internet, including West Sussex County Council websites
- ☐ Still or video images of my child may be published on the school website, VLE and internet, including WSCC websites Please note named images will NEVER be published
- ☐ My child to take part in supervised internet/video conferencing between the school and another school/institution.

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

Name of Parent: \_\_\_\_\_

Date Completed : \_\_/\_\_/\_\_\_\_