



Valley Primary School

GROWING AND LEARNING TOGETHER TO BE THE BEST WE CAN BE !
ASPIRE...ENJOY...ACHIEVE...CHALLENGE !

Pupil Acceptable Use Agreement

All pupils must follow the rules in this acceptable use agreement when using school computers and other internet enabled devices.

This will be circulated and a return form completed annually by children and parents or at induction for children new to Valley.

Pupils that do not follow these rules may find:

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

Their teachers will show pupils how to use the computers / devices and may add additional rules depending on the learning session involved.

Computer Rules (including tablets and other devices)	
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 full 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.
16	I will not record any meetings or screen shot any conversations without my teacher's permission in writing beforehand.
17	I, and my parents, understand that by joining virtual meetings/lessons, we are agreeing to me being seen and heard by my teachers, school staff and other members of my year group and their parents and school staff recording the meeting for monitoring purposes as is deemed necessary.

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.
- Recording any lessons or meetings or taking screen shots of conversations in the chat facility without permission.
- Wasting time or resources on school computers.