

# Huntley C of E Primary School



## Pupil Acceptable Use Guidance

January 2020

**Please read in conjunction with**  
Internet safety policy and guidance  
Safeguarding and Child Protection Policy

### **School Vision**

Nurtured individuals, learning together with God's love, to live life to the full.

### **Core Values**

Respect, Perseverance and Courage.

### **Living Values**

Creativity, Wisdom, Compassion, Truthfulness, Generosity, Responsibility, Friendship, service, Justice, Peace, Thankfulness, Forgiveness.

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## Document Reviews and Amendments

<b>Amendment Date</b>	<b>Change to Document</b>	<b>Date of Approval</b>
January 2018	Scheduled review	25.01.17 Staff Meeting
April 2020	Updated to reflect current approach and change of format.	

## Pupil Acceptable Use Guidance

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.

Teachers will show pupils how to use the computers.

Computer Rules	
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 teachers will regularly check what I have done on the school computers.
4	I know that if 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	I must log off after I have finished with my computer.
10	<b>I know that e-mail is not guaranteed to be private. I must not send unnamed e-mails.</b>
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 a member of staff.
13	I will tell a member of staff 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 an adult straight away and not show it to other pupils.