

# Greenway Academy Policy

## Acceptable Use (Pupils) Policy



All pupils must follow the rules in this policy when using Academy computers/tablets and the Academy VLE.

Pupils that do not follow these rules may find they are not allowed to use the computers/tablets and the Academy VLE.

As part of our e-safety curriculum the class teachers will discuss acceptable use with the children.

<b>Computer and Tablet Rules</b>	
1	I will only use polite language when using the computers/tablets.
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 Academy computers/tablets.
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/tablets previously.
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 or school staff.
7	I must never use a teacher's or class computer/tablet without permission.
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 change settings on computers/tablets in any way without permission.
12	I will report any websites that make me uncomfortable to my teacher or another member of staff.
13	I will tell my teacher or another member of staff straight away if I am sent any messages that make me feel uncomfortable.
14	I will try not to harm any equipment or the work of another person on a computer.
15	If I find something that I think I should not 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/photographs/pictures that might upset other people.
- Looking at, or changing work that belongs to other people.
- Searching for things that you have not been asked for or are not linked to the task and lesson.



## **Pupil Use Agreement Form for the Pupil Acceptable Use Policy**

I agree to follow the Academy rules when using the Academy computers/tablets. I will use the network in a sensible way and follow the rules explained by my teacher.

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

I also agree to tell my teacher or another member of staff 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 the computers/tablets.

Pupil's Name: \_\_\_\_\_

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

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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

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Next Review date: Spring 2016