Southwater Junior Academy

Acceptable Use Policy (Pupils)

All pupils must follow the rules in this policy when using Academy computers, and the Academy Moodle.
Pupils that do not follow these rules may find they are not allowed to use the computers
As part of our e-safety curriculum, the class teachers will discuss acceptable use with the children.

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 my teacher will regularly check what I have done on the Academy 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 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 not try to harm any equipment or the work of another person on a computer.
15	I will only use the Academy computers for school and homework.

16	I will not bring in USB flash drives or other storage devices from outside school unless I have been given permission.
17	I will not access other cloud storage systems, such as iCloud, OneDrive or Dropbox, unless I have been given permission.
18	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.
19	I understand that my activity on the Academy computers is monitored by Securus software.

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.

- Wasting my time or resources on Academy computers.

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Pupil User Agreement Form for the Pupil Acceptable Use Policy

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

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

I also agree to tell my teacher or another member of staff if I see any websites that 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.

Pupil's Name: _____

I understand 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.

Parent Name: _____

Parents Signature: _____

Date: __/__ /_____