



THE WINDMILLS JUNIOR SCHOOL

ACCEPTABLE USE POLICY FOR LEARNERS

Issue Date: June 2017

The Windmills Junior School recognises its duty for safeguarding and promoting the welfare of all children and as such has created this policy to protect children and ensure that they know how to use computers safely. We share this policy with all parents when their children start at our school so that they can talk through the expectations with their child.

All learners must follow the rules in this policy when using school computers.

Learners who 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 learners 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 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 he or she 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.

Learner User Agreement Form for the Acceptable Use Policy for Learners

- I agree to follow the school rules when using the school 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 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.

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 email is not guaranteed to be private. I must not send unnamed emails.
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 learners.
16	I will not video, record speech or photograph anyone without their consent either at school or when I am representing my school.

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.
- Wasting time or resources on school computers.