



# Priory Infant School

## Pupil Acceptable Use Policy

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. The class teacher and Mrs Trudie Miller (ICT manager) will make sure that all pupils are aware of these rules and what they mean through regular reminders and direct teaching.

Computer Rules	
1	I will always tell an adult if I want to use the internet
2	I will only use polite language when using the computers, 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 must not tell anyone my name, where I live, or my telephone number on the internet.
5	I must not tell my username and passwords to anyone else but my teacher or parents.
6	I must never use other people's usernames and passwords.
7	I know that e-mail is not guaranteed to be private. I must not send unnamed e-mails.
8	I will report any websites that make me feel uncomfortable to my teacher at school (to my parents at home.)
9	I will tell my teacher (or parents) straight away if I am sent any messages that make me feel uncomfortable.
10	I will not try to harm any equipment or the work of another person on a computer.
11	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. I will tell my parents straight away if I find something on the computer at home.