

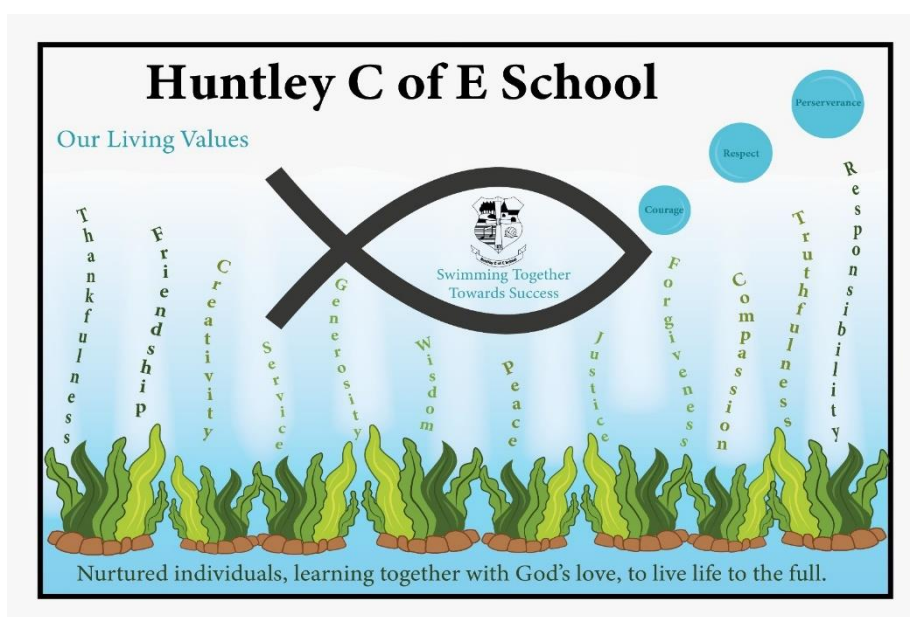


# Huntley C of E Primary School

## Pupil Acceptable Use Guidance

January 2023

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



## Pupil Acceptable Use Guidance

All pupils must follow the rules in this policy when using school laptops and iPads.

Pupils that do not follow these rules may find:

- They are not allowed to use the laptops and iPads.
- They can only use the laptops and iPads if they are more closely watched.

Teachers will show pupils how to use the laptops and iPads.

Rules	
1	I will only use polite language when using the laptops and iPads.
2	I must not write anything that might upset someone or that might be offensive.
3	I know that teachers will regularly check what I have done on the school laptops and iPads.
4	I know that if teacher thinks I may have been breaking the rules, they will check on how I have used the laptops and iPads 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, unless I have been asked by a staff member to do so.
8	I must log off after I have finished with my laptop.
9	I must not use the laptops and iPads in any way that stops other people using them.
10	I will not take a picture or video of other children or staff in school without asking their permission. I will only take photographs and videos that are appropriate and support my learning.
11	I will not use my mobile phone in school without permission from a member of staff.
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 in school that make me feel uncomfortable.
14	I will not try to harm any equipment or the work of another person on laptops and iPads.
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.

## 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.	
June 2023	Updated language in computer rules to reflect the technology we use in school. Added photography rules as this is now included in computing units. Added mobile phone use policy.	22.06.23 EC MH