

Lilleshall Primary School



Acceptable Use Policy

Updated: Spring Term 2021

Presented to staff: Spring Term 2021

Presented to Governors: Spring Term 2021

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Acceptable Use Policy

- All users should log on with their own username and password.
- You should not share your password with anyone else.
- Always lock your computer if you are moving away from it (Ctrl+Alt+Del then press K).
- We should always think carefully about what we write making sure we always remember to be polite and considerate.
- Remember you are responsible for any communication sent from your account.
- If you come across anything that makes you feel uncomfortable or that you feel you should not have viewed report it to your class teacher straight away or if you are an adult report it to the Head Teacher and ICT technician/services.
- We will not use the computers for personal financial or political gain (selling, gambling, lobbying etc).
- Remember not all Internet resources are free. We will make sure that before sharing content we have credited sources and checked copyright.
- Any attempt to bypass security systems is a serious offence.
- The school monitors all users of the network, including access to websites. Monitoring is triggered when a violation of this policy is registered on the system.

As a school we agree to follow the SMART rules

- Keep safe by being careful not to give out personal information when you're chatting or posting online. Personal information includes your email address, phone number and password.
- Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present. Remember online friends are still strangers even if you have been talking to them for a long time.

- Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!
- Someone online might lie about who they are and information on the internet may not be true. Always check information with other websites, books or someone who knows. If you like chatting online it's best to only chat to your real world friends and family
- Tell your class teacher or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.