

# HINGHAM PRIMARY SCHOOL



## ACCEPTABLE USE POLICY - STUDENTS

Formally adopted by the Governing Body/ Trust Of:	Hingham Primary School
On:-	26 <sup>th</sup> November 2025
Chair of Governors/Trustees:-	Susan Gothard
Review date:-	November 2026

# Acceptable Use Policy: Students



## [Version 2019 v1.0]

If you are reading a printed version of this document you should check the Information Management/policy pages on the school website to ensure that you have the most up-to-date version.

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer: **Data Protection Education Ltd.**

Telephone: 0800 0862018

Email: [dpo@dataprotection.education](mailto:dpo@dataprotection.education)

If you would like a copy of any documentation please contact the organisation office:

**office@hingham.norfolk.sch.uk**

## Document Version

Version	Author	Date	Approved by	Effective from
1.0 template	DPE - MS	01/01/2019		
1.2	DPE-VH	07/08/2024		

## Acceptable Use Policy: Students

### Acceptable Use Policy: (Students)

- You should only log on with the username and password you were given.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Never let anyone else know your password. Never attempt to log on using someone else's username or send email from someone else's account. Always log off after you have finished. If you find a computer logged in to with someone else's account credentials please log it off.
- You should change your password regularly in line with advice from the class teacher. If you think someone else knows your password, please tell the class teacher.
- An activity that threatens the safety of the school IT systems, or activity that attacks or corrupts other systems, is forbidden. If a virus is detected this must be reported to the headteacher. Do not attempt to install or remove software on any workstation or make changes to its configuration. Do not attempt to access data belonging to other students or staff.
- Do not engage in 'chat' or social networking activities over the Internet.
- Do not take pictures or record film of any students or members of staff, while in school or on school trips, without the permission of those being photographed or filmed.

Students are responsible for all email sent from their own account and must ensure, at all times, they:

- Use appropriate language.
- Do not send, or encourage others to send, abusive messages.
- Do not use language that could cause hatred against any ethnic, religious or another minority group.
- Students must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communication.
- Do not take unauthorised photographs or video of other students or staff. Do not share such images without the express permission of all involved.

## Acceptable Use Policy: Students

- Do not attempt to access inappropriate websites such as those promoting violence, racist views or pornographic websites. You should inform the headteacher if you are able to access such sites from within the school.
- Copyright of materials must be respected. Do not save pictures, music or video files unless you have created them yourself. Doing so may break the author's copyright.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Posting anonymous messages and forwarding chain letters is forbidden: Pupils will not be allowed access to public, unregulated chat rooms.
- Use of phones, without explicit permission from a member of staff, is forbidden and phones should be kept turned off and in bags at all times.

The school reserves the right to enforce these restrictions by monitoring email and computer use. Any monitoring carried out is for the purposes of safeguarding and security. Files stored on the school's systems will be checked regularly and deleted without warning if deemed unsuitable or a risk to the security of the school's network and IT services.