Kew Green Preparatory School

Pupil Acceptable Use Policy

Use of the computing equipment and the School network

- I will treat the school computers and handheld devices with care and respect.
- I understand that the computers and handheld devices do not belong to me, that they are a shared resource and must be looked after carefully.
- If I notice that school equipment is damaged, I will let my teacher know straight away.
- When in the Computer suite, or when using a handheld device, I will not go on the Internet without permission from my teacher and only use sites that I have permission for.
- I will not attempt to visit Internet sites that I know to be inappropriate for school.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will not upload files onto the school computers without permission.
- I will not change the set-up of any of the school computers and handheld devices or alter the desktop icons or backgrounds.
- Before leaving the computer, I will exit any software or programs that I have been using.
- I will not use the school computers to send emails unless I am told to do so by a teacher as part of my lessons.
- If I use my own laptop in school, I understand that it is my responsibility to treat it with the same respect as the school computers, including following the online safety rules.
- I will only use my handheld device when instructed to by a teacher or another adult.

Keeping Safe Online

- I am aware that some websites, games and social networks have age restrictions, and I should respect this.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or receive a message I do not like, I will not respond to it but I will show a teacher or parent.

I have read and understand these rules and agree to follow them.

Last reviewed: September 2025, DDSL and Head of Computing
Read and agreed by: KGPS Senior Leadership Team and staff
Next review date: September 2026, DDSL and Head of Computing