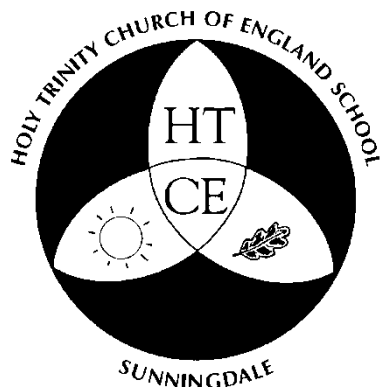


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KS2 PUPIL RULES FOR ACCEPTABLE USE OF ICT AND THE INTERNET

ICT AT SCHOOL

At Holy Trinity CE Primary School we believe that ICT and the Internet are very positive and powerful learning tools. ICT can make ideas clearer, it can make learning quicker, it can be fun, creative and be enjoyed either when working by yourself or with others.

We have computers, laptops, exciting software, digital cameras, video cameras, other special ICT equipment and Internet access which can all be used for your learning. Sometimes your teacher will tell you how to use these tools, and sometimes you will be encouraged to use them creatively by yourself or in a small group.

WHY WE NEED RULES FOR THE ACCEPTABLE USE OF ICT AND THE INTERNET IN SCHOOL

Our school wants you to be able to use ICT and the Internet creatively, responsibly and independently. These rules help you learn what you can do, and what you must not do, when using ICT and the Internet in school. They also help you to learn how to behave when out of school. Following the rules protects ICT equipment from damage, and keeps everyone safe and happy in school.

RULES FOR TAKING CARE OF ICT EQUIPMENT

- I will always be very careful when using any ICT equipment.
I understand that ICT equipment is fragile and expensive.
I will carry portable ICT equipment carefully with both my hands.
- I will not fiddle with anything connected to the computer.
I will always leave a computer and ICT equipment as I found it.
- I will only log on to the computer network with my own username and password.
I will not share my login details with anyone outside school.
- I will not change any settings on the computer without permission from my teacher.
I will report any warning messages I see on the screen to an adult.
I will not attempt to by-pass the school's internet filtering system.
- I will not bring CD ROMs or data-sticks into school without teacher permission.
If I have permission, I only use them on a computer when my teacher is with me.

E-SAFETY RULES FOR KEEPING MYSELF AND OTHERS HAPPY AND SAFE AT SCHOOL WHEN USING ICT EQUIPMENT, THE INTERNET AND EMAIL

- I will only use the internet and email when given permission and supervised by my teacher.
- I must ask for permission to search the internet.
- I will tell my teacher what I am searching for, and the words I am using to search with.
- I will only look at or download material from the internet that is appropriate to the work I am doing.
- If I see something on the computer or internet that is inappropriate or upsets me, either at school or at home, I will report it to an adult immediately. Unfortunately this can happen by accident and telling an adult can stop it happening again.
- I will only send emails to people approved by my teacher.
I will only send messages that are polite and friendly.
I will not open emails or attachments from people I do not know.
I will immediately report to my teacher or parent any upsetting or bullying messages sent to me at school or at home.

- When using the internet or email, I will not give out my personal details or the personal details of anyone I know at school or at home. *(This includes full names, date of birth, house addresses, email/msn addresses, telephone numbers, name of my school, photos of myself or friends and family, banking details, diary dates).*
- I will not attempt to use instant messaging or social networking sites at school. These sites are blocked by the school's filter.
- I will never arrange to meet a stranger through the internet or email.
- On a computer or using the internet at both school or at home I will not:
create...show to others on screen...photocopy...send...forward / pass on.....any material that would offend, upset or bully other children or adults at the school. *(This includes text, pictures, photos, video clips, animations, sound files or any other media)*
I understand that the school takes very seriously the cyber-bullying of any child or adult and must take strong action against it.
I understand that writing or sending hateful / threatening messages which upset others is illegal.
- I will not upload any material on to the internet without my teacher first checking the content and giving me permission.
- I will respect the copyright of any material posted by others on the internet. If I use information from a website in my own work I will type the web address on my work.
- I will not break the school's copyright by using the school logo, letterhead, or any other material produced by the school on paper, its network or website without permission.
- I will only use school digital and video cameras when given permission and supervised by my teacher.
I will only take appropriate photos or video clips of others or myself.
I will respect the photos or video clips I have taken of others, and only use these in my work at school.
- The school discourages children bringing mobile phones (or other hand held devices) into school. If I have a mobile phone or device I will keep it turned off whilst on the school premises (this includes the playground and playing field) and leave it in a specified box in the classroom during the school day. I understand that I am responsible for my own mobile phone.
- I understand that everything I create or look at on a computer leaves a 'digital footprint' that can be traced.
I understand that the school monitors my use and can check my computer files and the websites I visit at any time.

TELL AN ADULT WHO WORKS IN SCHOOL STRAIGHT AWAY IF:

- **YOU ARE WORRIED ABOUT ANYTHING TO DO WITH THE INTERNET OR ICT.**
 - **YOU ARE WORRIED YOU MAY HAVE BROKEN A RULE.**

THE ADULT WILL LISTEN TO YOU AND HELP SOLVE YOUR PROBLEM.

IF I BREAK THE RULES:

I understand that if I break these rules on purpose then a sanction will be given in line with our School's Behaviour policy (verbal warning, name moved in class, miss playtime, see headteacher).

- not being able to use a computer or ICT equipment for a period of time set by my teacher.

- if it is very serious the Head teacher will have to act immediately and ask your parents, or carers, to come into school.

At this meeting your behaviour and any further sanctions which may need to be taken will be discussed.

PUPIL AGREEMENT

Name:

I agree to keep these rules for the acceptable use of ICT and the Internet at Holy Trinity CE Primary School.

I understand the sanctions that will be used by the school if I break these rules.

Signed (child): Date:

Signed (parent/carer): Date: