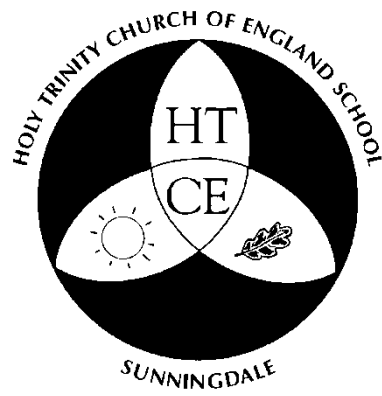




FOUNDATION STAGE AND KS1 PUPIL RULES FOR ACCEPTABLE USE OF ICT AND THE INTERNET

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 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 report any warning messages I see on the screen to an adult.

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

- I must ask for permission to go on the internet and tell my teacher what I am going on.
- I will only look at or save pictures and text from the internet that is about my learning at school.
- If I see something on the computer or internet that I don't like, or upsets me, either at school or at home, I will tell an adult immediately.
- I will tell my teacher or parent straight away if anyone sends any upsetting messages to me

on the computer at school or at home.

- When using the internet, I will not give out my personal details or the personal details of anyone I know at school or at home.
- I will never arrange to meet a stranger through the internet or email.
- I will only use school digital and video cameras when given permission and supervised by my teacher.
- 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).

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:**