

Compton All Saints' C of E Primary School Acceptable Use of ICT Policy – KS2 Children

May 2024

This document is to provide some guidelines to ensure that you stay safe and act responsibly when using the computers. When we talk about ICT, we are talking about computers, chromebooks, laptops, iPads and everything else including cameras and other devices. It also concerns that use of Google Suite for learning. By using ICT in school, you have agreed to follow these rules.

Please can you talk to your children about these rules and ask them to sign up to them.

If you have any questions, please ask your teacher.

- At all times, I will think before I click (especially when deleting or printing).
- When using the internet, I will think about the websites I am accessing.
- If I find a website or image that is inappropriate, I will tell my teacher straight away.
- When using information or pictures from websites, I will try and say which website it came from and if possible link back to the site.
- When communicating online (in twitter, email, Google Classrooms etc) I will think about the words that I use and will not use words that may offend other people.
- When communicating online, I will only use my first name and not share personal details such as my school, my email address or phone number.
- I understand that people online might not be who they say they are.
- I will not look at other people's files or documents without their permission.
- I will use strong passwords and not log on using another person's account without their permission.
- I know that the teachers can, and will, check the files and websites I have used and the messages I have sent.
- I will use Google Suite appropriately to share my work and discuss learning.
- I understand that teachers can see all communications on Google Suite and know that if I use it inappropriately, I can be muted or removed from the system.
- I will take care when using the computers and transporting equipment around.
- I will keep my usernames and passwords secure, but I understand I can share them with appropriate people, such as my parents or teachers.
- I will not install any software or hardware (including memory sticks) without permission from a teacher.
- I understand that if I am acting inappropriately then my parents may be informed.

Signed:

Date:

Compton All Saints' C of E Primary School Acceptable Use of ICT Policy – KS1 Children

May 2024

These rules have been written to make sure that you stay safe when using the computers. This includes desktops, laptops, iPads and cameras too. It also concerns the use of Google Suite for learning. By using the ICT in school, you have agreed to follow these rules. Please can you talk to your children about these rules and ask them to sign up to them. If you have any questions, please ask your teacher.

The Golden Rule: Think before you click

- 😊 I will be careful when going on the internet.
- 😊 I will only use the internet when a teacher or parent is near me.
- 😊 I will tell a teacher or parent if I see something that upsets me.
- 😊 I know people online might not be who they say they are.
- 😊 I will be kind and polite when talking to people or writing online.
- 😊 I will think before I print or delete.
- 😊 I will be careful when using or carrying equipment.
- 😊 I will keep my password secret, but I can tell my family/teacher.
- 😊 I will remember to log off properly.
- 😞 I won't tell anyone any personal details like my phone number or last name.
- 😞 I won't log on using someone else's username.
- 😞 I won't put water bottles on the table when using computers.

Signed:

Date: